



# REQUEST FOR PROPOSAL

## Services

**R21- T107KK**

Date issued: August 23, 2021

## **EQUIPMENT RENTAL**

**THE CITY OF COLORADO SPRINGS and PIKES PEAK  
RURAL TRANSPORTATION AUTHORITY (PPRTA)**

### ***Contact***

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**The City of Colorado Springs requests Fixed Unit Price (FUP) proposals, as detailed in this Request for Proposal (RFP), for Equipment Rental**

**This RFP is posted to BidNet's Rocky Mountain E-Purchasing System.**

**SUBMITTALS FOR THIS PROJECT WILL ONLY BE ACCEPTED ON  
BIDNET**

**Please login to the following website to register to submit a proposal for this project. All required documents will be uploaded to the website:**

**<https://www.rockymountainbidsystem.com>**

**This RFP is for equipment to be used on PPTA and City funded projects.**

**The City intends to award multiple contracts as a result of this RFP.**

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## SECTION I – PROPOSAL INFORMATION

### 1.0 PROPOSAL INFORMATION

Section I provides general information to potential Offerors, such as proposal submission instructions and other similar administrative elements. This RFP is available on Rocky Mountain E-Purchasing System ([www.rockymountainbidsystem.com](http://www.rockymountainbidsystem.com)). All addenda or amendments shall be issued through the Rocky Mountain E-Purchasing System and may not be available through any other source.

### 1.1 RFP SCHEDULE OF EVENTS

The upcoming schedule of events is as follows:

<u>Event</u>	<u>Date</u>
Issue Request for Proposal	August 23, 2021
Pre-Proposal Conference	August 30, 2021 2:00 PM MST

A pre-proposal conference meeting will take place virtually via a teams meeting on August 30, 2021 from 2:00PM-2:30PM MST. This meeting is NOT MANDATORY and all interested parties are invited to attend.

#### Microsoft Teams meeting

**Join on your computer or mobile app**

[Click here to join the meeting](#)

**Or call in (audio only)**

[+1 720-617-3426,,112479532#](#) United States, Denver

Phone Conference ID: 112 479 532#

[Find a local number](#) | [Reset PIN](#)

Cut Off Date for Questions	September 8, 2021 2:00 PM MST
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Questions about the RFP must be submitted online to the Bidnet portal at [www.bidnetdirect.com](http://www.bidnetdirect.com). A written response to any inquiry may be provided in the form of an Amendment to the solicitation. See 1.7 Amendments. Questions must be received no later than Date and time listed above.

DO NOT CONTACT ANY OTHER INDIVIDUAL AT THE CITY OF COLORADO SPRINGS REGARDING THIS SOLICITATION.
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**The only acceptable method of submitting questions is submitting via Bidnet. Emails, Faxes or physical mail delivery are not acceptable.**

Proposal Due Date	September 27, 2021 2:00 PM MST
Interviews (if applicable)	TBD

Award of Contract

EST October, 2021

Notice to Proceed

EST October, 2021

## **1.2 SUBMISSION OF PROPOSAL**

Proposals are to be submitted electronically online to the Rocky Mountain E-Purchasing system. ([www.rockymountainbidsystem.com](http://www.rockymountainbidsystem.com))

## **1.3 NUMBER OF COPIES**

Proposals are to be submitted electronically online to the Rocky Mountain E-Purchasing system. ([www.rockymountainbidsystem.com](http://www.rockymountainbidsystem.com))

## **1.4 SPECIAL TERMS**

Please note the following definitions of terms as used herein:

The term "City" means the City of Colorado Springs.

The term "Contractor" or "Consultant" means the Offeror whose offer is accepted and is awarded the contract to provide the products or services specified in the RFP.

The term "Offer" means the proposal.

The term "Offeror" means the person, firm, or corporation that submits a formal proposal or offer and that may or may not be successful in being awarded the contract.

The term "Project" refers to Equipment Rentals.

The term "Request for Proposal" or "RFP" means this solicitation of a formal, negotiable proposal/offer. Any offer that is accepted will be the offer that is deemed by the City of Colorado Springs to be most advantageous in terms of the criteria designated in the RFP.

## **1.5 RFP OBJECTIVE**

The objective of this RFP is to provide sufficient information to enable qualified Offerors to submit written proposals to the City of Colorado Springs. The RFP is not a contractual offer or commitment to purchase products or services. The Offeror may present options and variables to the scope while still meeting the minimum requirements of this solicitation. Innovative proposals/solutions are encouraged and considered in the selection and/or award.

All information included in proposals must be legible. Any and all corrections and erasures must be initialed by Offeror. Each proposal shall be accompanied by a cover letter signed by an authorized representative of the Offeror. The contents of the proposal submitted by the successful Offeror may become part of any contract awarded as a result of this solicitation.

## **1.6 CONFIDENTIAL OR PROPRIETARY INFORMATION**

If an Offeror believes that parts of an offer are confidential, then the Offeror must so specify. The Offeror must include in bold letters the term "CONFIDENTIAL" on that part of the offer which the Offeror believes to be confidential. The Offeror must submit in writing specific detailed reasons, including any relevant legal authority, stating why the Offeror believes the material to be confidential. Vague and general claims as to confidentiality will not be accepted. The City of Colorado Springs will be the sole judge as to whether a claim is acceptable. Decisions regarding the confidentiality of information will be made when requests are made to make the information public. All offers and parts of offers, which are not marked as confidential, will automatically be considered public information after the contract is awarded. The successful offer may be considered public information even though parts are marked confidential.

## **1.7 AMENDMENTS**

Amendments to this RFP may be issued at any time prior to the time set for receipt of proposals. Offerors are required to acknowledge receipt of any amendments issued to this RFP by returning a signed copy of each amendment issued. Signed copies of each amendment must be received on or before the time set for receipt of offers.

The City of Colorado Springs will post all amendments on the Rocky Mountain E-Purchasing System ([www.rockymountainbidsystem.com](http://www.rockymountainbidsystem.com)). It is the Offeror's responsibility to check the website for posted amendments or contact the Contracts Specialist listed to confirm the number of amendments which have been issued.

## **1.8 WITHDRAWAL OR MODIFICATION OF OFFERS**

Any Offeror may modify or withdraw an offer in writing at any time prior to the deadline for submission of an offer.

## **1.9 ACCEPTANCE**

Any offer received and not withdrawn shall be considered an offer, which may be accepted by the City of Colorado Springs based on initial submission without discussions or negotiations.

By submitting an offer in response to this solicitation, the Offeror agrees that any offer it submits may be accepted by the City of Colorado Springs at any time within 90 calendar days from the date of submission deadline.

The City of Colorado Springs reserves the right (a) to reject any or all offers, (b) to waive informalities and minor irregularities in offers received, and/or (c) to accept any portion of an offer if deemed in the best interest of the City of Colorado Springs. Failure of the Offeror to provide in its offer any information requested in the RFP may result in rejection of the offer for non-responsiveness.

## **1.10 PROPOSAL PREPARATION COST**

The cost of proposal preparation is not a reimbursable cost. Proposal preparation

shall be at the Offeror's sole expense and is the Offeror's total and sole responsibility.

#### **1.11 AWARD**

The City of Colorado Springs intends to make an award using the evaluation criteria listed in this RFP to determine the best value, considering all factors and criteria in the proposals submitted. Best value means the expected outcome of an acquisition that, in the City's estimation, provides the greatest overall benefit in response to the requirements detailed in the RFP. The City of Colorado Springs reserves the right to reject any or all offers and to not make an award.

#### **1.12 PERFORMANCE PERIOD**

The performance period of any contract awarded as a result of this RFP is anticipated to be as follows.

Base Year:	January 1, 2022 – December 31, 2022
Option Year 1:	January 1, 2023 – December 31, 2023
Option Year 2:	January 1, 2024 – December 31, 2024
Option Year 3:	January 1, 2025 – December 31, 2025
Option Year 4:	January 1, 2026 – December 31, 2026

#### **1.13 DEBRIEFING**

Offerors not selected may request a debriefing on the selection process as well as discussion of the strengths and weaknesses of their proposal upon receipt of notification that their offer was not selected.

A debriefing may be scheduled by contacting the Contracts Specialist listed above. The Contracts Specialist must receive a written request for debriefing no later than **ten (10)** calendar days after issuance of a notification that the Offeror's offer was not selected.

#### **1.14 SUBSTANTIVE PROPOSALS**

By responding to this RFP, the Offeror certifies (a) that Offeror's proposal is genuine and is not made in the interest of, or on behalf of, an undisclosed person, firm, or corporation; (b) that Offeror has not directly or indirectly induced or solicited any other offerors to put in a false or sham proposal; (c) that Offeror has not solicited or induced any other person, firm, or corporation to refrain or abstain from proposing an offer or proposal; (d) that Offeror has not sought by collusion to obtain for themselves any advantage over any other offerors or over the City of Colorado Springs; and (e) that Offeror has not violated or caused any person to violate, and shall not violate or cause any person to violate, the City's Code of Ethics contained in Article 3, of Chapter 1 of the City Code and in the City's Procurement Rules and Regulations.

#### **1.15 OFFEROR'S QUALIFICATIONS**

Each Offeror must complete Exhibit 6 – Qualification Statement.

No contract will be awarded to any Offeror who is in arrears to the City, upon any debt or contract, or who is in default, in any capacity, upon any obligation to the City or is deemed to be irresponsible or unreliable by the City based on past performance.

#### **1.16 NON-COLORADO ENTITIES**

If Offeror is a foreign entity, Offeror shall comply with C.R.S. section 7-90-801, "Authority to transact business or conduct activities required," and section 7-90-802, "Consequences of transacting business or conducting activities without authority."

Before or at the time that the contract is awarded to an entity organized or operating outside the State of Colorado, such entity shall obtain authorization to do business in the State of Colorado, designate a place of business herein, and appoint an agent for service of process.

Such entity must furnish the City of Colorado Springs with a certificate from the Secretary of the State of Colorado to the effect that a certificate of authority to do business in the State of Colorado has been issued by that office and is still valid. The entity shall also provide the City with a certified copy of the designation of place of business and appointment of agent for service of process from the Colorado Secretary of State, or a letter from the Colorado Secretary of State that such designation of place of business and agent for service of process has been made.

#### **1.17 PROCUREMENT RULES AND REGULATIONS**

All projects advertised by the City of Colorado Springs are solicited in accordance with the City's Procurement Rules and Regulations. The City's Procurement Rules and Regulations can be reviewed and/or downloaded from the City website [www.coloradosprings.gov](http://www.coloradosprings.gov). The Contracts Specialist may also provide a softcopy of the Rules and Regulations upon request. Any discrepancies regarding conflicting statements, decisions, irregularities, clauses, or specifications will be rectified utilizing the City's Procurement Rules and Regulations, when applicable. It is the Offeror's responsibility to advise the Contracts Specialist listed in this RFP of any perceived discrepancies prior to the date and time the offer is due.

#### **1.18 FAIR TREATMENT OF OFFERORS**

The City Procurement Services Division shall be responsible for ensuring the procurement of products, commodities, and services are in a manner that affords all responsible businesses a fair and equal opportunity to compete. If an Offeror believes that a procurement is not conducted in a fair and equitable manner, the Offeror is encouraged to inform the City Procurement Services Manager as soon as possible.

#### **1.19 ORDER OF PRECEDENCE**

Any inconsistency in this solicitation shall be resolved by giving precedence in the following order:

- (a) Sections I-IV of this Solicitation
- (b) Statement of Work
- (c) Other Appendices, Schedules, Exhibits, or Attachments



## 1.20 SALES TAX

The successful Offeror, if awarded a contract, shall apply to the Colorado Department of Revenue for a tax-exempt certificate for this project. The certificate does not apply to City of Colorado Springs Sales and Use Tax which shall be applicable and should be included in all proposals. The tax exempt project number and the exemption certificate only apply to County, PPRTA (Pikes Peak Rural Transportation Authority), and State taxes when purchasing construction and building materials **to be incorporated into this project**.

Furthermore, the exemption **does not** include or apply to the purchase or rental of equipment, supplies or materials that **do not become a part of the completed project or structure**. In these instances, the purchase or rental is subject to full taxation at the current taxation rate.

The Offeror and all subcontractors shall include in their Offer City of Colorado Springs Sales and Use Tax on the work covered by the offer, and all other applicable taxes.

Forms and instructions can be downloaded at <https://coloradosprings.gov/sales-tax/page/construction-contractors>. Questions can be directed to the City Sales Tax Division at (719) 385-5903 or [Construction\\_SalesTax@coloradosprings.gov](mailto:Construction_SalesTax@coloradosprings.gov).

Our Registration Numbers are as follows:  
City of Colorado Springs  
Federal I.D.: 84-6000573  
Federal Excise: A-138557  
State Sales Tax: 98-03479

## 1.21 INTERPRETATION OF PLANS AND SPECIFICATIONS

Any change to proposal forms, plans, or specifications prior to the opening of proposals will be issued by the City in the form of an Amendment. Certain individuals may be named in the RFP that have authority to provide information, clarification or interpretation to Offerors prior to opening of proposals. Information obtained from persons other than those named individuals is invalid and shall not be used for proposal purposes.

## 1.22 COMBINATION OR CONDITIONAL PROPOSALS

If an RFP is issued for projects in combination and separately, the Offeror may submit proposals either on the combination or on separate units of the combination. The City reserves the right to make awards on combination or separate proposals to the advantage of the City. Combination proposals will be considered, only when specified.

## 1.23 ANTI-COLLUSION AFFIDAVIT

The Offeror by signing their proposal submitted to the City is certifying that the Offeror has not participated in any collusion or taken any action in restraint of free competitive bidding. This statement may also be in the form of an affidavit provided by the City and signed by the Offeror. The original of the signed anti-collusion affidavit, if separately required and provided with the RFP, shall be submitted with the proposal.

The proposal will be rejected if it does not contain the completed anti-collusion affidavit.

## **SECTION II – PROPOSAL CONTENT**

### **2.0 PROPOSAL CONTENT**

Section II provides instructions regarding the format and content required for proposals submitted in response to this solicitation.

### **2.1 PROPOSAL FORMAT**

Offeror's written proposal should include concise, but complete, information, emphasizing why the Offeror is best or best qualified to provide the required services. The Offeror's written proposal should include the information in the format outlined below and must be limited to no more than twenty-five (25) pages. **A page shall be defined as 8-1/2" x 11"; single sided, with one inch margins, and a minimum font of Times New Roman 10.** The only exception to the 8-1/2" x 11" paper size is the proposed project schedule. It may be submitted on 11" x 17" paper. Each 11" x 17" page for the schedule shall be counted in the overall page limitations above. Each section of the proposal should be labeled to clearly follow the requirements sections identified in this section of the RFP. The following listed Exhibits must be filled out and returned with the proposal and are not counted against the page limit:

- Exhibit 1- Proposal Cert & Reps and Certs
- Exhibit 3 - Exceptions
- Exhibit 4 – Insurance Requirements
- Exhibit 6 – Qualification Statement
- Schedule A-Price Sheet
- Acknowledged Addenda-if any are issued

### **2.2 COVER LETTER**

The cover letter shall be no more than three pages. The cover letter shall contain at least the following information.

- A. RFP Number and Project Name.
- B. Statement that the Offeror is qualified to perform the work.
- C. Certification Statement that the information and data submitted are true and complete to the best knowledge of the individual signing the letter.
- D. Name, telephone number, email address, and physical address of the individual to contact regarding the proposal.
- E. The signature of an authorized principal, partner, or officer of the Offeror.

### **2.3 PROPOSAL CERTIFICATION**

The Offeror must fill out and submit Exhibit 1 with its Proposal.

### **2.4 ORGANIZATIONAL BACKGROUND AND OVERVIEW**

The Offeror must provide a brief history and overview of its company and its organizational structure, with special emphasis on how this project will fit within that structure. Also include principal place of business location(s), office locations, size of firm, and financial stability (annual public reports or private financial statements shall

be included in an appendix or under separate cover; private financial information will be kept confidential by the City).

## **2.5 PROPOSAL NARRATIVE/TECHNICAL AREA**

In the proposal narrative/technical and management approach section, the Offeror should explain what the Offeror will do and how it will perform if awarded a contract.

### **2.5.1 TECHNICAL AREA**

The Offeror must explain its overall solution, considering the scope of work or statement of work provided. The content must include, but not necessarily be limited to, the following information.

#### **A. Understanding of and Compliance with Technical Requirements**

In the Technical Area, the Offeror should address each work area in sufficient detail to demonstrate a clear and full understanding of the work necessary to complete the project. The proposal should not merely parrot the requirements of the RFP. Further, the Offeror should provide evidence of sufficient planning to ensure the work is completed on schedule and within budget. It is highly recommended that the Offeror provide sufficient content and detail to answer completely the following questions:

1. Does the proposal demonstrate a firm understanding of the requirements and goals of the Statement of Work, as well as industry standards and reasonable expectations for a company in the industry?
2. Does the proposal fully and completely address each requirement and goal of the Statement of Work?
3. Does the proposal provide solutions to indicate that requirements and goals will be met on schedule?
4. Does it generally appear that the Offeror knows and thoroughly understands the business and the RFP requirements?

## **2.6 PRICE AREA**

In the Price Area, the Offeror should provide a detailed breakdown of the price for each year of performance. The price must be all-inclusive and include all unit costs for material, labor, other direct costs (e.g. travel), indirect costs (i.e. overhead and general and administrative costs), and profit/fee. Offers must include sufficient detail to allow insight into the fairness and reasonableness of the price. If the contract type will be Time and Material (T&M) labor categories, labor rates, separated profit, and estimated material costs must be included in detail.

In addition, although price may not be the most important factor, it is still very important to the City of Colorado Springs. The Offeror's pricing must be competitive as compared to the budget amount, market pricing in the industry, and the pricing of other Offerors. It is highly recommended that the Offeror provide sufficient content and detail to answer completely the following questions.

1. Rank cost lowest to highest

## **2.7 PROPOSAL PRESENTATION**

Presentation is an important factor. Offerors should provide a highly professional product, which is complete, accurate, easily understood, and effectively presented.

## **2.8 EXCEPTIONS**

All Offerors must complete Exhibit 3, Exceptions Form and return it with their proposal. Some terms and conditions are not negotiable. Exceptions may be grounds for rendering the proposal unacceptable without further discussions.

## **2.9 INSURANCE REQUIREMENTS**

All Offerors must complete Exhibit 4, Minimum Insurance Requirements and return with their proposal. Lack of responsiveness in this area may be grounds for rendering the proposal unacceptable without further discussions.

## **SECTION III – EVALUATION FACTORS**

### **3.0 EVALUATION AND AWARD**

Section III provides information regarding evaluation criteria and scoring. It also includes information regarding proposal selection and award of the resultant contract.

### **3.1 EVALUATION CRITERIA**

#### **3.1.1 TECHNICAL AREA -- UNDERSTANDING OF AND COMPLIANCE WITH TECHNICAL REQUIREMENTS**

See Section II - Item 2.5.1

#### **3.1.2 PRICE/COST AREA -- PRICE/COST**

See Section II – Item 2.6

#### **3.1.3 PROPOSAL PRESENTATION AREA – PROPOSAL PRESENTATION**

See Section II – Item 2.7

#### **3.1.4 EXCEPTIONS AND INSURANCE**

See Section II – Items 2.8 and 2.9

### **3.2 SELECTION COMMITTEE**

A selection committee will review all proposals. Through this process, the City will determine which proposals are acceptable or unacceptable. The City will notify, in writing, the Offerors whose proposals are deemed to be unacceptable. Those Offerors offering proposals deemed to be acceptable by the City will be evaluated and scored by the selection committee. This scoring will determine which Offerors are considered to be in the competitive range and may be the basis for an award decision without further steps.

If the selection committee elects not to award based upon evaluation scoring, it may engage in a forced elimination process. To inform this process, it may require oral presentations or interviews with the Offerors considered to be in the competitive range. If oral presentations or interviews are conducted, they may also be scored, or they may simply be considered as information supporting the forced elimination process. The selection committee may request revisions to the proposal from each of the Offerors at the conclusion of the interviews. The intent of the forced elimination process is to reach consensus. The decision will be based on all relevant factors, and based upon perception of best value. The final decision may or may not exactly reflect scoring ranking.

The City also reserves the right to request best and final offers from all Offerors at any point in the proposal evaluation process.

### **3.3 AWARD OF CONTRACT**

It is anticipated that there will be negotiations or discussions with Offerors. However, the City reserves the right to award without negotiations or discussions. The City also reserves the right to award a contract not necessarily or merely to the Offeror with the most advantageous price. The City intends to award to the Offeror that demonstrates

the best value to the City and the most substantiated ability to fulfill the requirements contained in this Request for Proposal. A contract prepared by the City will be finalized and/or negotiated with the successful Offeror. In the event a contract cannot be negotiated with the top ranked Offeror, the City may enter into negotiations with the second highest ranked Offeror, or the City may decide to call for new proposals. Immediately after the notice of award, the successful Offeror will begin planning in conjunction with the City of Colorado Springs staff (to be designated by the City) to ensure fulfillment of all its obligations. The successful Offeror may be expected to attend regular meetings as required by the City to assist in the preparation for startup.

## **SECTION IV – SPECIAL CONTRACT TERMS AND CONDISITONS/SPECIAL SOLICITATION PROVISIONS**

PPRTA Funding Special Provision: Joint Contracts – City of Colorado Springs (“the City”) and the Pikes Peak Rural Transportation Authority (“the PPRTA”).

This Contract is a joint contract between the Contractor/Consultant (hereinafter “Contractor”), the City, and the PPRTA. The parties therefore agree to the following:

- A. Conflicts: This PPRTA Special Provision shall supersede any contrary provision of this Contract.
- B. Parties: The Contractor acknowledges and understands that this Contract is funded in whole or in part by the PPRTA and administered by the City. Both the City and the PPRTA are parties to this Contract.
- C. Payments: The Contractor acknowledges and understands that all payments under this contract shall be made to the Contractor by the PPRTA. PPRTA funding obligations shall be paid by PPRTA warrants. In the event there is joint City/PPRTA funding, then payment to the Contractor shall consist of warrants from the City and warrants from the PPRTA. The Contractor agrees to accept all payments made or proffered by the PPRTA under this Contract.
- D. Bonds: All bonds under this Contract shall include the City and the PPRTA as Obligees.
- E. Insurance: All insurance policies provided by the Contractor or by any sub-contractor for any work pursuant to contracts with the Contractor pursuant to this Contract shall name the City, CDOT and the PPRTA as additional insureds and shall waive all rights of subrogation, in accordance with the terms of this Contract, against the City, CDOT and the PPRTA.
- F. Law: This Contract is subject to and shall be interpreted under the law of the State of Colorado, and the Charter, City Code, Ordinances, Rules and Regulations of the City of Colorado Springs, Colorado, a Home Rule City; the Resolutions and Rules and Regulations of the PPRTA. Court venue and jurisdiction shall exclusively be in the Colorado District Court for El Paso County, Colorado. The Parties agree that this Contract shall be deemed to have been made in, and the place of performance is deemed to be in, the City of Colorado Springs, El Paso County, State of Colorado. The Contractor shall ensure that the Contractor and the Contractor’s employees, agents, officers and subcontractors are familiar with, and comply with, applicable Federal, State, and Local laws and regulations as now written or hereafter amended.
- G. Appropriation and Availability of Funds: In accordance with the Colorado Constitution, Article X, Section 20, and the City Charter, performance of the City’s obligations under this Contract is expressly subject to appropriation of funds by the City Council for this Contract and the availability of those appropriated funds for expenditure. Further, in the event that funds are not appropriated in whole or in part sufficient for performance of the City’s obligations under this Contract, or appropriated funds may not be expended due to Constitutional or City Charter spending limitations, then the City and the PPRTA may terminate this Contract without compensation to the Contractor. Performance of the PPRTA’s obligations under this Contract is expressly subject to appropriation of funds by



the PPRTA and the availability of those funds for the payment of obligations incurred under this Contract. Further, in the event that PPRTA funds are not appropriated in whole or in part sufficient for performance of the PPRTA's obligations under this Contract, or appropriated funds may not be expended due to legal limitations or non-availability, then the City and the PPRTA may terminate this Contract without compensation to the Contractor.

- H. Indemnification: Subject to the provisions of Section 13-50.5-102(8), C.R.S., to the extent applicable to this Contract, the Contractor agrees that the Contractor shall indemnify, defend and hold harmless the PPRTA, its officers, employees and agents, from and against any and all loss, damage, injuries, claims, cause or causes of action, or any liability whatsoever resulting from, or arising out of, or in connection with the Contractor's obligations or actions under this Contract. To the extent the terms of Section 13-50.5-102(8), C.R.S., are applicable to this Contract, the Contractor and the PPRTA hereby agree for the purposes of this Section that: (i) "the degree or percentage of negligence or fault attributable" to the Contractor as used in Section 13-50.5-102(8)(a), C.R.S., shall be conclusively determined by a trial court at the state or federal level and (ii) the term "adjudication" used in Section 13-50.5-102(8)(c), C.R.S., shall mean a trial court order at the state or a federal level.
- I. Governmental Immunity: Nothing in this Contract or in any actions taken by the PPRTA pursuant to this Contract shall be construed or interpreted as a waiver, express or implied, of any of the immunities, rights, benefits, protections or other provisions of the Colorado Governmental Immunity Act, Sections 24-10-101, *et. Seq.*, C.R.S.
- J. Warranties: All warranties provided by the Contractor under or pursuant to this Contract to the City shall also apply to the PPRTA.
- K. Final Payment: Final payment under this Contract shall be made in accord with the terms of this Contract, except that final payment shall be made by the PPRTA, and the making and acceptance of final payment shall constitute a waiver of all claims by the Contractor against the City and the PPRTA.
- L. Termination or Default of Contract: In all Contract provisions giving the City the right to terminate, for convenience or otherwise, or giving the City rights in the event of default by the Contractor, the term City shall also apply to the PPRTA.
- M. Contract Changes: Any changes to the Contract, including but not limited to additions and/or deletions, which are not insignificant to the scope, design and requirements of the Contract shall be subject to prior approval of the PPRTA.

## **SECTION V – EXHIBITS**

### **5.0 EXHIBITS**

Exhibit 1	Proposal Certification & Reps & Certs
Exhibit 2	Sample Contract
Exhibit 3	Exceptions
Exhibit 4	Minimum Insurance Requirements
Exhibit 5	Statement of Work
Exhibit 6	Qualification Statement
Exhibit 7	Evaluation Scoresheet

## EXHIBIT 1 PROPOSAL CERTIFICATION

Check or Mark the space after each number to indicate compliance.

1. \_\_\_\_\_ Address of Offeror's Principal Place of Business:

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Does Offeror have an established office or facility in Colorado Springs?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, indicate address below if different than Principal Place of Business.

Colorado Springs Facility - Year established \_\_\_\_\_

Address of Colorado Springs Facility:

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Percent of Work to be Performed from Principal Place of Business? \_\_\_\_\_

Percent of Work to be Performed from Colorado Springs Facility? \_\_\_\_\_

2. \_\_\_\_\_ Indicate your ability to provide a certificate of insurance evidencing the required coverage types and limits specified in Minimum Insurance Requirements Exhibit. (The certificate of insurance must reflect the City of Colorado Springs as an Additional Insured, as applicable.)

Indicate your ability to comply with the following requirements:

The City shall be added as an Additional Insured to all liability policies:

Yes \_\_\_\_\_ No \_\_\_\_\_

Your property and liability insurance company is licensed to do business in Colorado:

Yes \_\_\_\_\_ No \_\_\_\_\_

Provide the name of your property and liability insurance company here:

Name: \_\_\_\_\_

Your property and liability insurance company has an AM best rating of not less than B+ and/or VII:

Yes \_\_\_\_\_ No \_\_\_\_\_

Worker's Compensation Insurance is carried for all employees and covers work done in Colorado.

Yes \_\_\_\_\_ No \_\_\_\_\_

3. \_\_\_\_\_ Provide one (1) copy of current financial statements (if required). Enclose financial information in a separate envelope; do not bind with the other proposal copies. If review of the information is to be restricted to the City's financial officer, it must be marked accordingly.

4. \_\_\_\_\_ Provide the completed and signed proposal. (Proposals must be identified as specified in this RFP document). All required Exhibits are attached.

By signing below, the Offeror certifies that no person or firm other than the Offeror or as otherwise indicated has any interest whatsoever in this offer or any Contract that may be entered into as a result of this offer and that in all respects the offer is legal and firm, submitted in good faith without collusion or fraud.

Offeror has appointed \_\_\_\_\_ as the Offeror's representative and contact for all questions or clarifications in regard to this Offeror.

Telephone: (\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

The undersigned acknowledges and understands the terms, conditions, Specifications and all Requirements contained and/or referenced and are legally authorized by the Offeror to make the above statements or representations.

\_\_\_\_\_  
(Name of Company)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
Date

\_\_\_\_\_  
(City, State and Zip)

\_\_\_\_\_  
(Telephone Number)

\_\_\_\_\_  
(Name typed/Printed)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(E-Mail Address)

**FEDERAL TAX ID #** \_\_\_\_\_

**This Company Is: Corporation\_\_\_\_\_ Individual\_\_\_\_\_ Partnership\_\_\_\_\_ LLC\_\_\_\_\_**

**Offeror hereby acknowledges receipt of the following amendments, if applicable**  
Offeror agrees that it is bound by all Amendments identified herein.

AMENDMENT #1\_\_\_\_\_ DATED:\_\_\_\_\_

AMENDMENT #2\_\_\_\_\_ DATED:\_\_\_\_\_

AMENDMENT #3\_\_\_\_\_ DATED:\_\_\_\_\_

**Please Note the attached Representations and Certifications must be initialed by  
Offeror in the spaces provided and returned with this certification.**

## **REPRESENTATIONS AND CERTIFICATIONS**

### **Exhibit 1 Continued**

#### **1. INSURANCE REQUIREMENTS**

Offeror shall comply with all insurance requirements and will submit the Insurance Certificates prior to performance start date. If limits are different from the stated amounts, Offeror shall explain variance. Certain endorsements and "additionally insured" statements may require further clarification and specific statements on a project specific basis and should have been described in the Offeror's proposal.

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Initials for 1

#### **2. ETHICS VIOLATIONS**

- a) The Offeror shall have in place and follow reasonable procedures designed to prevent and detect possible violations described in this clause in its own operations and direct business relationships.
- b) Offeror certifies the Offeror has not violated or caused any person to violate, and shall not violate or cause any person to violate, the City's Code of Ethics contained in Article 3, of Chapter 1 of the City Code and in the City's Procurement Rules and Regulations
- c) When the Offeror has reasonable grounds to believe that a violation described in this clause may have occurred, the Offeror shall promptly report the possible violation to the City Contracts Specialist in writing.
- c) The Offeror must disclose with the signing of this proposal, the name of any officer, director, or agent who is also an employee of the City and any City employee who owns, directly or indirectly, an interest of ten percent (10%) or more in the Offeror's firm or any of its branches.
- d) In addition, the Offeror must report any conflict or apparent conflict, current or discovered during the performance of the Contract, to the City Contracts Specialist.
- e) The Offeror shall not engage in providing gifts, meals or other amenities to City employees. The right of the Offeror to proceed may be terminated by written notice issued by City Contracts Specialist if Offeror offered or gave a gratuity to an officer, official, or employee of the City and intended by the gratuity to obtain a contract or favorable treatment under a contract.
- f) The Offeror shall cooperate fully with the City or any agency investigating a possible violation on behalf of the City. If any violation is determined, the Offeror will properly compensate the City.
- g) The Offeror agrees to incorporate the substance of this clause (after substituting "Contractor" for "Offeror") in all subcontracts under this offer.

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Initials for 2

#### **3. ILLEGAL ALIENS**

If Offeror has any employees or subcontractors, Offeror shall comply with § 8-17.5-101, et seq., C.R.S. regarding Illegal Aliens – Public Contracts for Services, and this section of this Agreement. 8-17.5-102 includes, in part, that:

1. Offeror shall not:

- a. Knowingly employ or contract with an illegal alien to perform work under this Agreement; or
  - b. Enter into a contract with a subcontractor that fails to certify to Offeror that the subcontractor shall not knowingly employ or contract with an illegal alien to perform work under this Agreement.
2. Offeror has verified or attempted to verify that Offeror does not employ any illegal aliens and, will participate in the E-Verify Program or State Department program in order to confirm eligibility of all employees who are newly hired to perform work under public contract for services.
3. Offeror will not use E-Verify Program or State Department program procedures to undertake pre-employment screening of job applicants while the public contract for services is being performed.
4. If Offeror obtains actual knowledge that a subcontractor performing work under this Agreement knowingly employs or contracts with an illegal alien, Provider shall:
  - a. Notify the subcontractor and the City within three days that Offeror has actual knowledge that the subcontractor is employing or contracting with an illegal alien; and
  - b. Terminate the subcontract with the subcontractor if within three days of receiving such notice, the subcontractor does not stop employing or contracting with the illegal alien. However, the Offeror shall not terminate the contract with the subcontractor if during this three day period:
    - i. The subcontractor provides information which establishes that the subcontractor has not knowingly employed or contracted with an illegal alien, and
    - ii. The Offeror will not employ the illegal aliens in the performance of any City contract.
5. Offeror shall comply with any reasonable request by the Department of Labor and Employment made in the course of an investigation that the Department is undertaking pursuant to the authority established in §8-17.5-102(5), C.R.S.
6. If Offeror violates this provision, the City may terminate the contract for a breach of contract. If the Agreement is terminated, the Offeror shall be liable for actual and consequential damages.

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Initials for 3

#### **4. COOPERATION WITH OTHER CONTRACTORS**

Other City activities/contracts may be in progress or start during the performance of this contract. The Offeror shall coordinate the work harmoniously with the other contractors or City personnel, if applicable.

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Initials for 4

#### **5. INTERNET USE**

Should the Offeror require access to City Internet resources in the performance of this requirement, a "Contractor's Internet Use Agreement" form must be separately signed by each individual having access to the City Network. The completed Contractor's Internet Use

Agreement will be maintained with this agreement. Inappropriate use of the City Network will be grounds for immediate termination of any awarded contract.

\_\_\_\_\_  
Initials for 5

## **6. LITIGATION**

If awarded a contract, Offeror shall notify the City within five (5) calendar days after being served with a summons, complaint, or other pleading in any matter which has been filed in any federal or state court or administrative agency. The Offeror shall deliver copies of such document(s) to the City's Procurement Services Manager. The term "litigation" includes an assignment for the benefit of creditors, and filings of bankruptcy, reorganization and/or foreclosure.

\_\_\_\_\_  
Initials for 6

## **7. CONTRACTOR'S REGISTRATION INFORMATION**

Offeror's firm verifies and states that they are (check all that apply):

- \_\_\_\_\_ Large Business (i.e. do not qualify as a small business or non-profit)
- \_\_\_\_\_ Nonprofit
- \_\_\_\_\_ Small Business
- \_\_\_\_\_ Minority Owned Business/Small Disadvantaged Business
- \_\_\_\_\_ Woman Owned Business
- \_\_\_\_\_ Veteran Owned Business
- \_\_\_\_\_ Service-Disabled Veteran Owned Business
- \_\_\_\_\_ HUBZone Business

Note: The City accepts self-certification for these categories in accordance with Small Business Administration (SBA) standards. The SBA size standards are found on the SBA website <https://www.sba.gov/content/am-i-small-business-concern>.

\_\_\_\_\_  
Initials for 7

## **8. CONTRACTOR PERSONNEL**

a) The Offeror shall appoint one of its key personnel as the "Authorized Representative" who shall have the power and authority to interface with the City and represent the Offeror in all administrative matters concerning this proposal and any awarded contract, including



without limitation such administrative matters as correction of problems modifications, and reduction of costs.

b) The Authorized Representative shall be the person identified in the Offeror's proposal, unless the Offeror provides written notice to the City naming another person to serve as its Authorized Representative. Communications received by the City Contracts Specialist from the Authorized Representative shall be deemed to have been received from the Offeror.

The individual, \_\_\_\_\_ (Name)  
with position, \_\_\_\_\_ (Title)  
Can be reached at \_\_\_\_\_  
Work telephone number: \_\_\_\_\_  
Home telephone number: \_\_\_\_\_  
Cellular telephone number: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

\_\_\_\_\_  
Initials for 8

## **9. OFFEROR'S CERTIFICATION**

The undersigned hereby affirms that:

- a) He/She is a duly authorized agent of the Offeror;
- b) He/She has read and agrees to the City's standard terms and conditions attached.
- c) The offer is presented in full compliance with the collusive prohibitions of the City of Colorado Springs. The Offeror certifies that no employee of its firm has discussed, or compared the offer with any other offeror or City employee and has not colluded with any other offeror or City employee.
- d) The Offeror certifies that it has checked all of its figures, and understands that the City will not be responsible for any errors or omissions on the part of the Offeror in preparing its proposal.
- e) By submitting an offer the Offeror certifies that it has complied and will comply with all requirements of local, state, and federal laws, and that no legal requirements have been or will be violated in making or accepting this solicitation.

I hereby certify that I am submitting the proposal based on my company's capabilities to provide quality products and/or services on time.

\_\_\_\_\_  
Initials for 9

## **10. OFFEROR CERTIFICATION REGARDING DEBARMENT, SUSPENSION, PROPOSED DEBARMENT, AND OTHER RESPONSIBILITY MATTERS:**

1. The Offeror certifies to the best of its knowledge and belief, that (i) the Offeror and/or any of its Principals
  - a. Are ( ), Are not ( ) presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency;
  - b. Have ( ), Have not ( ), within a three year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, local) contract or subcontract;

violation of Federal or state antitrust statutes relation to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statement, tax evasion, or receiving stolen property; and

- c. Are ( ), Are not ( ) presently indicated for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in any paragraphs above.
2. The Offeror shall provide immediate written notice to the City Contracts Specialist if, at any time prior to contract award, the Offeror learns that its certification was erroneous when submitted or has become erroneous by reasons of changed circumstances.
3. The certification in paragraph 1. above, is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Offeror knowingly rendered an erroneous certification, in addition to other remedies available to the City, the City Contracts Specialist may terminate the contract resulting from this solicitation for default. Termination for default may result in additional charges being levied for the costs incurred by the City to initiate activities to replace the awarded Contractor.

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Initials for 10

#### **11.ACCEPTANCE OF CITY CONTRACTS SPECIALIST'S SOLE AUTHORITY FOR CHANGES**

Unless otherwise specified in the Contract, the Offeror hereby agrees that any changes to the scope of work, subsequent to the original contract signing, shall be generated in writing and an approval signature shall be obtained from the City Contracts Specialist prior to additional work performance.

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Initials for 11

#### **12.CITY CONTRACTOR SAFETY PROGRAM**

The Offeror hereby agrees to adhere to a worker safety program for contractor employees on a City job site or location. By initialing below, the Offeror has reviewed the information and will abide by the City Policy which is available for review:

<https://coloradosprings.gov/finance/page/procurement-regulations-and-documents>

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Initials for 12

#### **13.ACCEPTANCE OF CITY ENVIRONMENTALLY PREFERRED PURCHASING (EPP) POLICY**

The City of Colorado Springs is committed to buying more environmentally preferable goods and services, as long as they meet performance needs, are available within a reasonable time and at a reasonable cost. The Offeror hereby acknowledges review of this policy by initialing below.

<https://coloradosprings.gov/finance/page/procurement-regulations-and-documents>

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Initials for 13

#### **14. FRAUD, WASTE, AND ABUSE**

Everyone has a duty to report any suspected unlawful act impacting the City of Colorado Springs operations and its enterprises. Anyone who becomes aware of the existence or apparent existence of fraud, waste, and abuse in City of Colorado Springs is encouraged to report such matters to the City Auditor's Office in writing or on the telephone hotline 385-2387 (ADTR). Written correspondence can be mailed to:

City Auditor  
P.O. Box 2241  
Colorado Springs CO 80901

Or via email [FraudHotline@coloradosprings.gov](mailto:FraudHotline@coloradosprings.gov). Any of these mechanisms allow for anonymous reporting. For more information, please go to the website <https://coloradosprings.gov/cityfraud>.

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Initials for 14

Name of Company:

Federal Tax ID Number:

DUNS Number:

Principal Place of Business:

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Signature of Authorized Representative

Printed Name:

Title:

Date:

## EXHIBIT 2 SAMPLE CONTRACT

### SERVICES CONTRACT

Contract Number:		Project Name/Title	
Vendor/Contractor			
Contact Name:		Telephone:	
Email Address:			
Address:			
Federal Tax ID #		Please check one:	<input type="checkbox"/> Corporation <input type="checkbox"/> Individual <input type="checkbox"/> Partnership
City Contracting Specialist	Name & Phone#	City Dept Rep	Name & Phone# & Department Name
NOT TO EXCEED Contract Amount:		City Account #	Acct Code (5) Fund (3) Dept (4) Project (7)
Contract Type:		Period of Performance:	

### 1. INTRODUCTION

THIS TYPE CONTRACT ("Contract") is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 20xx by and between the City of Colorado Springs, a Colorado municipal corporation and home rule city, in the County of El Paso, State of Colorado, (the "City"), and \_\_\_\_\_ (the "Contractor").

THE CITY AND THE CONTRACTOR HEREBY AGREE AS FOLLOWS:

The City has heretofore prepared the necessary Contract Documents for the following Activity: XXXXXXXX.

The Contractor did on the \_\_\_\_ day of \_\_\_\_\_, 20xx submit to the City the Contractor's written offer and proposal to do the work therein described under the terms and conditions therein set forth and furnish all materials, supplies, labor, services, transportation, tools, equipment, and parts for said work in strict conformity with the accompanying Contract Documents, which are attached hereto and incorporated herein by this reference, including the following:

1. This Contract Document
2. Appendix A – Additional Terms and Conditions
3. Appendix B – Contractor's Proposal,
4. Appendix C – Statement of Work.
5. Appendix D – Insurance Requirements

### 2. COMPENSATION/CONSIDERATION

Subject to the terms and conditions of the Contract Documents, Contractor shall provide all materials, supplies, labor, services, transportation, tools, equipment, and parts to perform \_\_\_\_\_ services for the City of Colorado Springs in a good

and workmanlike manner to the satisfaction of the City for the estimated price of \_\_\_\_\_, not to exceed \$\_\_\_\_\_  
("Not to Exceed estimate"). If the performance of this Contract involves the services of others or the furnishing of equipment, supplies, or materials, the Contractor agrees to pay for the same in full. At the time of payment by the City, the Contractor shall certify in writing that said payments have been so made.

The parties estimate that performance of this Contract will not exceed the Not to Exceed estimate. The Contractor shall notify the City Contracts Specialist in writing whenever it has reason to believe that the costs the Contractor expects to incur under this Contract in the following 60 days, when added to all costs previously incurred, will exceed 75 percent of the estimated cost specified herein; or the total cost for the performance of this Contract will be either greater or substantially less than had been previously estimated. As part of the notification, the Contractor shall provide the Contracts Specialist a revised estimate of the total cost of performing this Contract.

The City is not liable for any costs above the Not to Exceed estimate, and the Contractor is not obligated to continue performance under this Contract (including actions under the Termination clause of this Contract) or otherwise incur costs in excess of the Not to Exceed estimate specified herein, until the City Contracts Specialist

- (i) notifies the Contractor in writing that the estimated cost has been increased and
- (ii) provides a revised estimated total not to exceed price of performing this Contract.

### **3. TERM OF CONTRACT**

Contractor will start work promptly after the Notice to Proceed and continue to work diligently until completed. The Contractor shall complete all work on an as ordered basis throughout the Contract period which is XXX after the Notice-to-Proceed ("Period of Performance") as per the specifications and drawings. The Contractor shall provide a two-year guarantee on all work performed under this Contract after the job has been completed and accepted.

### **4. INSURANCE**

The Contractor shall provide and maintain acceptable Insurance Policy(s) consistent with the Minimum Insurance Requirements attached as Appendix E, which includes Property, Liability and Professional Errors and Omissions coverage, and as otherwise listed in Appendix E. The City of Colorado Springs shall be reflected as an additional insured on the Property and Liability policy(s).

Further, Contractor understands and agrees that Contractor shall have no right of coverage under any existing or future City comprehensive, self, or personal injury policies. Contractor shall provide insurance coverage for and on behalf of Contractor that will sufficiently protect Contractor, or Contractor's agents, employees, servants or other personnel, in connection with the services which are to be provided by Contractor pursuant to this Contract, including protection from claims for bodily injury, death, property damage, and lost income. Contractor shall provide worker's compensation

insurance coverage for Contractor and all Contractor personnel. Contractor shall file applicable insurance certificates with the City and shall also provide additional insurance as indicated in this Contract. ***A CURRENT CERTIFICATE OF INSURANCE IS REQUIRED PRIOR TO COMMENCEMENT OF SERVICES LISTING THE CITY AND PPRTA AS ADDITIONALLY INSURED.***

## **5. RESPONSIBILITY OF THE CONTRACTOR**

- A. The Contractor shall be responsible for the professional quality, technical accuracy, and the coordination of all Scope of Work services furnished by the Contractor under this Contract. The Contractor shall, without additional compensation, correct or revise any errors or deficiencies in services provided under this Contract to the satisfaction of the City.
- B. The City's review, approval of, acceptance of, or payment for the services required under this Contract shall not be construed to operate as a waiver of any rights under this Contract or of any cause of action arising out of the performance of this Contract, and the Contractor shall be and remain liable to the City for any and all damages to the City caused by the Contractor's negligent performance of any of the services furnished under this Contract.
- C. The rights and remedies of the City provided for under this Contract are in addition to any other rights and remedies provided by law.
- D. If the Contractor is comprised of more than one legal entity, each such entity shall be jointly and severally liable hereunder.

## **6. WORK OVERSIGHT**

- A. The extent and character of the work to be done by the Contractor shall be subject to the general approval of the City's delegated Project Manager.
- B. If any of the work or services being performed does not conform with Contract requirements, the City may require the Contractor to perform the work or services again in conformity with Contract requirements, at no increase in Contract amount. When defects in work or services cannot be corrected by re-performance, the City may (1) require the Contractor to take necessary action to ensure that future performance conforms to Contract requirements and (2) reduce the Contract price to reflect the reduced value of the work or services performed.
- C. If the Contractor fails to promptly perform the defective work or services again or to take the necessary action to ensure future performance is in conformity with Contract requirements, the City may (1) by Contract or otherwise, perform the services and charge to the Contractor any cost incurred by the City that is directly related to the performance of such work or service or (2) terminate the Contract for breach of contract.

## **7. SUBCONTRACTORS, ASSOCIATES, AND OTHER CONTRACTORS**

- A. Any subcontractor, outside associates, or other contractors used by the Contractor in connection with Contractor's work under this Contract shall be limited to individuals

or firms that are specifically identified by the Contractor in the Contractor's proposal and agreed to by the City. The Contractor shall obtain the City's Project Manager's written consent before making any substitution of these subcontractors, associates, or other contractors.

- B. The Contractor shall include a flow down clause in all of its subcontracts, agreements with outside associates, and agreements with other contractors. The flow down clause shall cause all of the terms and conditions of this Contract, including all of the applicable parts of the Contract Documents, to be incorporated into all subcontracts, agreements with outside associates, and agreements with other contractors. The flow down clause shall provide clearly that there is no privity of contract between the City and the Contractor's subcontractors, outside associates, and other contractors.

## **8. KEY PERSONNEL**

The key personnel listed in the proposal and/or below will be the individuals used in the performance of the work. If any of the listed key personnel leave employment or are otherwise not utilized in the performance of the work, approval to substitute must be obtained by the Contractor from the City's Project Manager. Any substitute shall have the same or a higher standard of qualifications that the key personnel possessed at the time of Contract award.

## **9. START AND CONTINUANCE OF WORK**

It is further agreed that the Contractor will start work promptly and continue to work diligently until this Contract is completed.

## **10. APPROPRIATION OF FUNDS**

This Contract is expressly made subject to the limitations of the Colorado Constitution and Section 7-60 of the Charter of the City of Colorado Springs. Nothing herein shall constitute, nor be deemed to constitute, the creation of a debt or multi-year fiscal obligation or an obligation of future appropriations by the City Council of Colorado Springs, contrary to Article X, § 20, Colo. Const., or any other constitutional, statutory, or charter debt limitation. Notwithstanding any other provision of this Contract, with respect to any financial obligation of the City which may arise under this Agreement in any fiscal year after the year of execution, in the event the budget or other means of appropriation for any such year fails to provide funds in sufficient amounts to discharge such obligation, such failure (i) shall act to terminate this Contract at such time as the then-existing and available appropriations are depleted, and (ii) neither such failure nor termination shall constitute a default or breach of this Contract, including any sub-agreement, attachment, schedule, or exhibit thereto, by the City. As used herein, the term "appropriation" shall mean and include the due adoption of an appropriation ordinance and budget and the approval of a Budget Detail Report (Resource Allocations) which contains an allocation of sufficient funds for the performance of fiscal obligations arising under this Contract.

## **11. CHANGES**

The Contractor and the City agree and acknowledge as a part of this Contract that no change order or other form or order or directive may be issued by the City which requires additional compensable work to be performed, which work causes the aggregate amount

payable under the Contract to exceed the amount appropriated for this Contract as listed above, unless the Contractor has been given a written assurance by the City that lawful appropriations to cover the costs of the additional work have been made or unless such work is covered under a remedy-granting provision of this Contract. The Contractor and the City further agree and acknowledge as a part of this Contract that no change order or other form or order or directive which requires additional compensable work to be performed under this Contract shall be issued by the City unless funds are available to pay such additional costs, and, regardless of any remedy-granting provision included within this Contract, the Contractor shall not be entitled to any additional compensation for any change which increases or decreases the Contract completion date, or for any additional compensable work performed under this Contract, and expressly waives any rights to additional compensation, whether by law or equity, unless, prior to commencing the additional work, the Contractor is given a written change order describing the change in Contract completion date or the additional compensable work to be performed, and setting forth the amount of compensation to be paid, and such change order is signed by the authorized City representative, as defined below. The amount of compensation to be paid, if any, shall be deemed to cover any and all additional, direct, indirect or other cost or expense or profit of the Contractor whatsoever. It is the Contractor's sole responsibility to know, determine, and ascertain the authority of the City representative signing any change order under this Contract.

No change, amendment, or modification to this Contract shall be valid unless duly approved and issued in writing by the City of Colorado Springs Procurement Services Division. The City shall not be liable for any costs incurred by the Contractor resulting from work performed for changes not issued in writing by the City of Colorado Springs Procurement Services Division.

The following personnel are authorized to sign changes, amendments, or modifications to this Contract.

The Project Manager: Changes up to \$14,999.99

The City of Colorado Springs Chief of Staff: Changes up to \$499,999.99

The Mayor of the City of Colorado Springs: Unlimited

## **12. ASSIGNMENT**

No assignment or transfer by the Contractor of this Contract or any part thereof or of the funds to be received thereunder by the Contractor will be recognized unless such assignment has had the prior written approval of the City and the surety has been given due notice of such assignment. Such written approval by the City shall not relieve the Contractor of the obligations under the terms of this Contract. In addition to the usual recitals in assignment contracts, the following language must be included in the assignment:

It is agreed that the funds to be paid to the assignee under this assignment are subject to a prior lien for services rendered or materials supplied for the performance of the work called for in said contract in favor of all persons, firms, or corporations rendering such services or supplying such materials.



### **13. CHOICE OF LAW**

This Contract is subject to and shall be interpreted under the law of the State of Colorado, and the Charter, City Code, Ordinances, Rules and Regulations of the City of Colorado Springs, Colorado, a Colorado home rule city. Court venue and jurisdiction shall be exclusively in the Colorado District Court for El Paso County, Colorado. The Parties agree that the place of performance for this Contract is deemed to be in the City of Colorado Springs, El Paso County, State of Colorado. The Contractor shall ensure that the Contractor and the Contractor's employees, agents, officers and subcontractors are familiar with, and comply with, applicable Federal, State, and Local laws and regulations as now written or hereafter amended.

### **14. WORKERS' COMPENSATION INSURANCE**

Contractor shall take out and maintain during the Period of Performance, Colorado Worker's Compensation Insurance for the Contractor and all employees of the Contractor. If any service is sublet by the Contractor, the Contractor shall require the subcontractor to provide the same coverage for the subcontractor and subcontractor's employees. Workers' Compensation Insurance shall include occupational disease provisions covering any obligations of the Contractor in accord with the provisions of the Workers' Compensation Act of Colorado.

### **15. INDEMNIFICATION**

Contractor agrees that the Contractor shall indemnify, defend and hold harmless the City, its officers, employees and agents, from and against any and all loss, damage, injuries, claims, cause or causes of action, or any liability whatsoever resulting from, or arising out of, or in connection with the Contractor's obligations or actions under this Contract caused by any willful or negligent error, omission or act or a failure to observe any applicable standard of care by the Contractor or any person employed by it or anyone for whose acts the Contractor is legally liable. In consideration of the award of this Contract, to the extent damages are covered by insurance, the Contractor agrees to waive all rights of subrogation against the City, its subsidiary, parent, associated and/or affiliated entities, successors, or assigns, its elected officials, trustees, employees, agents, and volunteers for losses arising from the work performed by the Contractor for the City. The indemnification obligation shall survive the expiration or termination of this Contract

### **16. INDEPENDENT CONTRACTOR**

In the performance of the Contractor's obligations under this Contract, it is understood, acknowledged and agreed between the parties that the Contractor is at all times acting and performing as an independent contractor, and the City shall neither have nor exercise any control or direction over the manner and means by which the Contractor performs the Contractor's obligations under this Contract, except as otherwise stated within the Contract terms. The City shall not provide any direction to the Contractor on the work necessary to complete the project. Contractor understands that it is an independent contractor responsible for knowing how to perform all work or tasks necessary to complete project. The Contractor understands and agrees that the Contractor and the Contractor's employees, agents, servants, or other personnel are not City employees. The Contractor shall be solely responsible for payment of salaries, wages, payroll taxes, unemployment benefits or any other form of compensation or benefit to the Contractor or

any of the Contractor's employees, agents, servants or other personnel performing services or work under this Contract, whether it is of a direct or indirect nature. Further in that regard, it is expressly understood and agreed that for such purposes neither the Contractor nor the Contractor's employees, agents, servants or other personnel shall be entitled to any City payroll, insurance, unemployment, worker's compensation, retirement or any other benefits whatsoever.

## **17. APPLICABLE LAW AND LICENSES**

In the conduct of the services or work contemplated in this Contract, the Contractor shall ensure that the Contractor and all subcontractors comply with all applicable state, federal and City and local law, rules and regulations, technical standards or specifications. The Contractor shall qualify for and obtain any required licenses prior to commencement of work.

## **18. PRIOR AGREEMENTS**

This is a completely integrated Contract and contains the entire agreement between the parties. Any prior written or oral agreements or representations regarding this Contract shall be of no effect and shall not be binding on the City. This Contract may only be amended in writing, and executed by duly authorized representatives of the parties hereto.

## **19. INTELLECTUAL PROPERTY**

The Parties hereby agree, and acknowledge, that all products, items writings, designs, models, examples, or other work product of the Contractor produced pursuant to this Contract are works made for hire, and that the City owns, has, and possesses any and all ownership rights and interests to any work products of the Contractor made under this Contract, including any and all copyright, trademark, or patent rights, and that compensation to the Contractor for Agreement and acknowledgment of this intellectual property right section of this Contract is included in any compensation or price whatsoever paid to the Contractor under this Contract. It is the intent of the parties that the City shall have full ownership and control of the Contractor's work products produced pursuant to this Contract, and the Contractor specifically waives and assigns to the City all rights which Contractor may have under the 1990 Visual Artists Rights Act, federal, and state law, as now written or later amended or provided. In the event any products, items writings, designs, models, examples, or other work product produced pursuant to this Contract is deemed by a court of competent jurisdiction not to be a work for hire under federal copyright laws, this intellectual property rights provision shall act as an irrevocable assignment to the City by the Contractor of any and all copyrights, trademark rights, or patent rights in the Contractor's products, items writings, designs, models, examples, or other work product produced pursuant to this Contract, including all rights in perpetuity. Under this irrevocable assignment, the Contractor hereby assigns to the City the sole and exclusive right, title, and interest in and to the Contractor's products, items writings, designs, models, examples, or other work product produced pursuant to this Contract, without further consideration, and agrees to assist the City in registering and from time to time enforcing all copyrights and other rights and protections relating to the Contractor's products, items writings, designs, models, examples, or other work product in any and all countries. It is the Contractor's specific intent to assign all right, title, and interest whatsoever in any and all copyright rights in the Contractor's products,

items writings, designs, models, examples, or other work product produced pursuant to this Contract, in any media and for any purpose, including all rights of renewal and extension, to the City. To that end, the Contractor agrees to execute and deliver all necessary documents requested by the City in connection therewith and appoints the City as Contractor's agent and attorney-in-fact to act for and in Contractor's behalf and stead to execute, register, and file any such applications, and to do all other lawfully permitted acts to further the registration, prosecution, issuance, renewals, and extensions of copyrights or other protections with the same legal force and effect as if executed by the Contractor; further, the parties expressly agree that the provisions of this intellectual property rights section shall be binding upon the parties and their heirs, legal representatives, successors, and assigns.

## **20. WAIVERS**

No waiver of default by the City of any of the terms, covenants, and conditions hereof to be performed, kept, and observed by the Contractor shall be construed, or shall operate, as a waiver of any subsequent default of any of the terms, covenants, or conditions herein contained to be performed, kept, and observed by the Contractor.

## **21. THIRD PARTIES**

It is expressly understood and agreed that enforcement of the terms and conditions of this Contract, and all rights of action relating to such enforcement, shall be strictly reserved to the Parties hereto, and nothing contained in this Contract shall give or allow any such claim or right of action by any other or third person or entity on such Contract. It is the express intention of the Parties hereto that any person or entity, other than the Parties to this Contract, receiving services or benefits under this Contract shall be deemed to be incidental beneficiaries only.

## **22. TERMINATION**

### **A. Termination for Convenience.**

By signing this Contract, Contractor represents that it is a sophisticated business and enters into the Contract voluntarily, has calculated all business risks associated with this Contract, and understands and assumes all risks of being terminated for convenience, whether such risks are known or not known. Contractor agrees that the City may terminate this Contract at any time for convenience of the City, upon written notice to the Contractor. Contractor expressly agrees to and assumes the risk that the City shall not be liable for any costs or fees of whatsoever kind and nature if termination for convenience occurs before Contractor begins any work or portion of the work. Contractor further expressly agrees and assumes the risks that the City shall not be liable for any unperformed work, anticipated profits, overhead, mobilizations costs, set-up, demobilization costs, relocation costs of employees, layoffs or severance costs, administrative costs, productivity costs, losses on disposal of equipment or materials, cost associated with the termination of subcontractors, costs associated with purchase orders or purchases, or any other costs or fees of any kind and nature, if Contractor has started or performed portions of the Contract prior to receiving notice from the City. The City shall be liable only for the portions of work Contractor actually satisfactorily completed up to the point of the issuance of the Notice of Termination for convenience. Upon receipt of this notice the Contractor shall immediately: discontinue all services affected (unless the notice directs

otherwise), and deliver to the City all data, drawings, specifications, reports, estimates, summaries, and other information and materials accumulated in performing this Contract, whether completed or in process.

B. Termination for Cause: The occurrence of any one or more of the following events ("Event of Default") will justify termination for cause:

- i. Contractor's failure to perform the work in accordance with the Contract Documents (including, but not limited to, failure to supply sufficient skilled workers or suitable materials or equipment or failure to adhere to the progress schedule as adjusted from time to time.
- ii. Contractor's disregard of the laws or regulations of any public body having jurisdiction.
- iii. Contractor's disregard of the authority of Project Manager.
- iv. Contractor's violation in any material provision of the Contract Documents.
- v. Contractor's failure to make prompt payments to its subcontractors, and suppliers of any tier, or laborers or any person working on the work by, through, or under the Contractor or any of them, any all of their employees, officers, servants, members, and agents.
- vi. Contractor files a petition commencing a voluntary case under the U.S. Bankruptcy Code, or for liquidation, reorganization, or an arrangement pursuant to any other U.S. or state bankruptcy Laws, or shall be adjudicated a debtor or be declared bankrupt or insolvent under the U.S. Bankruptcy Code, or any other federal or state laws relating to bankruptcy, insolvency, winding-up, or adjustment of debts, or makes a general assignment for the benefit of creditors, or admits in writing its inability to pay its debts generally as they become due, or if a petition commencing an involuntary case under the U.S. Bankruptcy Code or an answer proposing the adjudication of Contractor as a debtor or bankrupt or proposing its liquidation or reorganization pursuant to the Bankruptcy Code or any other U.S. federal or state bankruptcy laws is filed in any court and Contractor consents to or acquiesces in the filing of that pleading or the petition or answer is not discharged or denied within sixty (60) Calendar Days after it is filed.
- vii. A custodian, receiver, trustee or liquidator of Contractor, all or substantially all of the assets or business of Contractor, or of Contractor's interest in the Work or the Contract, is appointed in any proceeding brought against Contractor and not discharged within sixty (60) Calendar Days after that appointment, or if Contractor shall consent to or acquiesces in that appointment.
- viii. Contractor fails to commence correction of defective work or fails to correct defective work within a reasonable period of time after written notice.

If one or more of the events identified in Paragraphs i-viii above occur, City may give Contractor written notice of the event and direct the event be cured. Any such Notice to Cure will provide Contractor a minimum of ten (10) calendar days to prepare and submit to the Project Manager a plan to correct the Event of Default. If such plan to correct the

Event of Default is not submitted to the Project Manager within ten (10) days after the date of the written notice or such plan is unacceptable to the City, the City may, give Contractor (and the Surety, if any) written notice that Contractor's services are being terminated for cause. Upon delivery of the termination notice, City may terminate the services of Contractor in whole or in part, exclude Contractor from the site, and take possession of the work and of all Contractor's tools, appliances, equipment, and machinery at the project site, and use the same to the full extent they could be used by Contractor (without liability to Contractor for trespass or conversion), incorporate in the work all materials and equipment stored at the site or for which City has paid Contractor but which are stored elsewhere, and finish the work as City may deem expedient. In such case, Contractor shall not be entitled to receive any further payment until Certificate of Completion of the work. In the event City terminates this Contract for Cause and the cost of completing the work exceeds the unpaid balance of the Contract price, Contractor shall pay City for any costs of completion which exceed the Contract price when combined with all amounts previously paid to Contractor. When exercising any rights or remedies under this paragraph City shall not be required to obtain the lowest price for the work performed. Should the cost of such completion, including all proper charges, be less than the original Contract price, the amount so saved shall accrue to the City. Neither the City nor any officer, agent or employee of the City shall be in any way liable or accountable to the Contractor or the Surety for the method by which the completion of the said work, or any portion thereof, may be accomplished or for the price paid.

Where Contractor's services have been so terminated by City, the termination will not affect any rights or remedies of City against Contractor or Surety then existing or which may thereafter accrue. Any retention or payment of moneys due Contractor by City will not release Contractor from liability.

- C. Termination Notice. Upon receipt of a termination notice, whether for convenience or cause, the Contractor shall immediately: discontinue all services affected (unless the notice directs otherwise), and deliver to the City all data, drawings, specifications, reports, estimates, summaries, and other information and materials accumulated in performing this Contract, whether completed or in process.
- D. Removal of Equipment. Except as provided above, in the case of termination of this Contract before completion from any cause whatever, the Contractor, if notified to do so by the City, shall promptly remove any part or all of Contractor's equipment and supplies from the property of the City, failing which the City shall have the right to remove such equipment and supplies at the expense of the Contractor.

## **23. BOOKS OF ACCOUNT AND AUDITING**

The Contractor shall make available to the City if requested, true and complete records, which support billing statements, reports, performance indices, and all other related documentation. The City's authorized representatives shall have access during reasonable hours to all records, which are deemed appropriate to auditing billing statements, reports, performance indices, and all other related documentation. The Contractor agrees that it will keep and preserve for at least seven years all documents related to the Contract which are routinely prepared, collected or compiled by the Contractor during the performance of this Contract.

The City's Auditor and the Auditor's authorized representatives shall have the right at any time to audit all of the related documentation. The Contractor shall make all documentation available for examination at the Auditor's request at either the Auditor's or Contractor's offices, and without expense to the City.

## **24. ILLEGAL ALIENS**

Illegal Aliens - Public Contracts for Services - Compliance with Title 8, Article 17.5, Colorado Revised Statutes: The Contractor acknowledges, understands, agrees, and certifies that: In the performance of any work or the provision of any services by the Contractor under this Contract, the Contractor shall not knowingly employ or contract with an illegal alien to perform work under this Contract; or enter into a contract with any subcontractor that fails to certify to the Contractor that the subcontractor shall not knowingly employ or contract with an illegal alien to perform work under this Contract or under the subcontract to this Contract. The Contractor certifies in accord with Section 8-17.5-102(1) C.R.S. that, on the date the Contractor signs this Contract, the Contractor does not knowingly employ or Contract with an illegal alien who will perform work under this Contract and that the Contractor shall participate in the e-verify program or Colorado Department of Labor and Employment program in order to confirm the employment eligibility of all employees who are newly hired for employment or to perform work under this Contract. The Contractor is expressly prohibited from using the e-verify program or Colorado Department of Labor and Employment program procedures to undertake pre-employment screening of job applicants while this Contract and any services under this Contract are being performed. If the Contractor obtains actual knowledge that a subcontractor performing work under this Contract for services knowingly employs or contracts with an illegal alien, the Contractor shall notify the subcontractor and the City within three days that the Contractor has actual knowledge that the subcontractor is employing or contracting with an illegal alien, and terminate the subcontract with the subcontractor if within three days of receiving the notice the subcontractor does not stop employing or contracting with the illegal alien; except that the Contractor shall not terminate the Contract with the subcontractor if during the three days the subcontractor provides information to establish that the subcontractor has not knowingly employed or contracted with an illegal alien. The Contractor shall comply with any request by the City, federal government, or the Colorado Department of Labor and Employment made in the course of an investigation. If the Contractor violates or fails to comply with any provision of C.R.S. 8-17.5-101 et seq, the City may terminate this Contract for breach of contract. If this Contract is so terminated, the Contractor shall be liable for any actual and consequential damages to the City.

## **25. COMPLIANCE WITH IMMIGRATION REFORM AND CONTROL ACT OF 1986**

Contractor certifies that Contractor has complied with the United States Immigration Reform and Control Act of 1986. All persons employed by Contractor for performance of this Contract have completed and signed Form I-9 verifying their identities and authorization for employment.

## **26. LABOR**

The Contractor shall employ only competent and skilled workmen and foremen in the conduct of work on this Contract. The Contractor shall at all times enforce strict discipline and good order among Contractor's employees. The Project Manager shall have the

authority to order the removal from the work of any person, including Contractor's or any subcontractor's employees, who refuses or neglects to observe any of the provisions of these Plans or Specifications, or who is incompetent, abusive, threatening, or disorderly in conduct and any such person shall not again be employed on the Project.

In no event shall the City be responsible for overtime pay.

## **27. GRATUITIES**

- A. This Contract may be terminated if the Mayor, the Mayor's designee, and/or the Procurement Services Manager determine, in their sole discretion, that the Contractor or any officer, employee, agent, or other representative whatsoever, of the Contractor offered or gave a gift or hospitality to a City officer, employee, agent or Contractor for the purpose of influencing any decision to grant a City contract or to obtain favorable treatment under any City contract.
- B. The terms "hospitality" and "gift" include, but are not limited to, any payment, subscription, advance, forbearance, acceptance, rendering or deposit of money, services, or anything of value given or offered, including but not limited to food, lodging, transportation, recreation or entertainment, token or award.
- C. Contract termination under this provision shall constitute a breach of contract by the Contractor, and the Contractor shall be liable to the City for all costs of reletting the contract or completion of the project. Further, if the Contractor is terminated under this provision, or violates this provision but is not terminated, the Contractor shall be subject to debarment under the City's Procurement Regulations. The rights and remedies of the City provided in this clause shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

## **28. NON-DISCRIMINATION**

- A. In accordance with section 24-34-402, C.R.S., the Contractor will not discriminate against any employee or applicant for employment because of disability, race, creed, color, sexual orientation, religion, age, national origin, or ancestry. But, with regard to a disability, it is not a discriminatory or an unfair employment practice for an employer to take into consideration disability if there is no reasonable accommodation that the employer can make with regard to the disability, the disability actually disqualifies the person from the job, and the disability has a significant impact on the job. The Contractor will take affirmative steps to ensure that applicants are employed, and that employees are treated during employment without regard to their disability, race, creed, color, sexual orientation, religion, age, national origin, or ancestry. Such actions shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training; including apprenticeship.
- B. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

- C. The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to disability, race, creed, color, sexual orientation, religion, age, national origin, or ancestry.
- D. Contractor will cooperate with the City in using Contractor's best efforts to ensure that Disadvantaged Business Enterprises are afforded the maximum opportunity to compete for subcontracts or work under this Contract.

## **29. ORDER OF PRECEDENCE**

Any inconsistency in this Contract shall be resolved by giving precedence in the following order:

- A. This Contract document with its terms and conditions
- B. The Statement of Work
- C. Other Appendices, Attachments, Exhibits, or Schedules

## **30. HEADINGS**

The section headings contained in this Contract are for reference purposes only and shall not affect the meaning or interpretation of this Contract.

## **31. DISPUTES**

- A. All administrative and contractual disputes arising from or related to this Contract shall be addressed in the following manner:
  - i. If either Party disputes or disagrees with a Contract term or the other Party's interpretation of a Contract term or has any other administrative or contractual dispute not addressed in the Unanticipated Circumstances provisions, such Party shall promptly give the other Party written notice of said dispute.
  - ii. The Parties shall hold a meeting as soon as reasonably possible, but in no event later than thirty (30) calendar days from the initial written notice of the dispute, attended by persons with decision-making authority regarding the dispute, to attempt in good faith to negotiate a resolution of the dispute; provided, however, that no such meeting shall be deemed to vitiate or reduce the obligations and liabilities of the Parties or be deemed a waiver by a Party of any remedies to which such Party would otherwise be entitled unless otherwise agreed to by the Parties in writing.
  - iii. If, within thirty (30) calendar days after such meeting, the Parties have not succeeded in negotiating a resolution of the dispute, they agree to submit the dispute to non-binding mediation and to bear equally the costs of the mediation.
  - iv. The Parties will jointly appoint a mutually acceptable mediator. If they fail to do so within twenty (20) calendar days from the conclusion of the negotiation period, they shall each select a mediator. The two mediators will then appoint a third mediator who shall conduct mediation for the Parties as the sole mediator.
  - v. The Parties agree to participate in good faith in the mediation and negotiations for a period of thirty (30) calendar days. The substantive and procedural law of the State of Colorado shall apply to the proceedings. If the Parties are not



- successful in resolving the dispute through mediation, then the Parties shall be free to pursue any other remedy afforded by the laws of the State of Colorado.
- vi. Until final resolution of any dispute hereunder, the Contractor shall diligently proceed with the performance of this Contract as directed by the City. For purposes of this Contract, termination for convenience shall not be deemed a dispute. The City of Colorado Springs and the Contractor agree to notify each other in a timely manner of any claim, dispute, or cause of action arising from or related to this Contract, and to negotiate in good faith to resolve any such claim, dispute, or cause of action. To the extent that such negotiations fail, the City of Colorado Springs and the Contractor agree that any lawsuit or cause of action that arises from or is related to this Contract shall be filed with and litigated only by the Colorado District Court for El Paso County, CO.

### **32.DELIVERY**

The City may cancel this Contract or any portion thereof if delivery is not made when and as specified, time being of the essence in this Contract. Contractor shall pay the City for any loss or damage sustained by the City because of failure to perform in accordance with this Contract.

### **33.PAYMENTS**

The City will make payments for services on a monthly basis for services performed during the previous month in accordance with this Contract. All labor Invoices shall include labor categories, rates, hours worked, and total amounts per category. All labor categories and rates charged must be included in this Contract. No other categories or rates will be allowed or payable. All labor invoices are subject to City approval.

Materials will be payable on a reimbursable basis with no additional profit, fee, overhead, handling, or General and Administrative (G&A) costs. All costs for materials shall be approved by the City Contracts Specialist before the costs are incurred and payable.

The City will pay the Contractor, upon submission of proper invoices, the prices stipulated in the Contract for services rendered and accepted, less any deductions provided in this Contract within 30 days (Net 30). The City will not pay late fees or interest. Any discount payment terms offered on the invoice may be taken by the City.

### **34.INSPECTION OF SERVICES**

The Contractor is responsible for performing or having performed all inspections and tests necessary to substantiate that the services furnished under this Contract conform to Contract requirements, including any applicable technical requirements for specified manufacturers' parts. This clause takes precedence over any City inspection and testing required in the Contract's specifications, except for specialized inspections or tests specified to be performed solely by the City.

- A. Definition of "services", as used in this clause, includes services performed, workmanship, and material furnished or utilized in the performance of services.
- B. The Contractor shall provide and maintain an inspection system acceptable to the City covering the services under this Contract. Complete records of all inspection

work performed by the Contractor shall be maintained and made available to the City during Contract performance and for as long afterwards as the Contract requires.

- C. The City has the right to inspect and test all services called for by the Contract, to the extent practicable at all times and places during the term of the Contract. The City will perform inspections and tests in a manner that will not unduly delay the work.
- D. If the City performs inspections or test on the premises of the Contractor or a subcontractor, the Contractor shall furnish, and shall require subcontractors to furnish, at no increase in Contract price, all reasonable facilities and assistance for the safe and convenient performance of these duties.

### **35. SECURITY**

The City maintains security requirements regarding access to City buildings and other City workplaces and worksites on City property. All Contractor personnel accessing City buildings, workplaces, or worksites, may be required to produce a valid, Government issued picture identification. Contractor personnel lacking such identification may not be allowed access to such sites. No costs incurred by the Contractor due to City security requirements shall be allowable or payable under this Contract.

### **36. TIME IS OF THE ESSENCE**

In as much as the Contract concerns a needed or required service, the terms, conditions, and provisions of the Contract relating to the time of performance and completion of work are of the essence of this Contract. The Contractor shall begin work on the day specified and shall prosecute the work diligently so as to assure completion of the work within the number of calendar days or date specified, or the date to which the time for completion may have been extended.

### **37. EMPLOYMENT OF LABOR**

The Contractor shall comply with, and defend and hold the City harmless from any violation of all laws and lawful rules and regulations, both of the State of Colorado and of the United States, relating to Workmen's Compensation, unemployment compensation, Social Security, payment for overtime, and all other expenses and conditions of employment under this Contract.

### **38. SALES TAX**

The Contractor must have a tax-exemption certificate from the Colorado Department of Revenue for this project. The certificate does not apply to City of Colorado Springs Sales and Use Tax which shall be applicable. The tax exempt project number and the exemption certificate only applies to County, PPRTA (Pikes Peak Rural Transportation Authority), and State taxes when purchasing construction and building materials **to be incorporated into this project.**

Furthermore, the exemption **does not** include or apply to the purchase or rental of equipment, supplies or materials that **do not become a part of the completed project or structure.** Such purchases and rentals are subject to full applicable taxation.

All contracts with subcontractors must include the City of Colorado Springs Sales and Use Tax on the work covered by the Contract, and other taxes as applicable.

Note: For all equipment, materials and supplies incorporated into the work purchased from vendors or suppliers not licensed to collect City Sales Tax (i.e. out of state suppliers, etc.), City Use Tax is due and payable to the City. The Contractor shall execute and deliver, and shall cause the Contractor's subcontractors to execute and deliver to the City Sales Tax Office, ST 16 forms listing all said equipment, materials and supplies and the corresponding use tax due, along with payment for said taxes. Any outstanding taxes due may be withheld from the final payment due the Contractor and may result in suspension of Contractor from bidding on City projects.

Forms and instructions can be downloaded at <https://coloradosprings.gov/sales-tax/page/construction-contractors>. Questions can be directed to the City Sales Tax Division at (719) 385-5903 or [Construction\\_SalesTax@coloradosprings.gov](mailto:Construction_SalesTax@coloradosprings.gov).

Our Registration Numbers are as follows:  
City of Colorado Springs  
Federal I.D.: 84-6000573  
Federal Excise: A-138557  
State Sales Tax: 98-03479

The Contractor's payment or exemption of State of Colorado, El Paso County and City Sales and Use Taxes shall be as specified herein.

### **39. SEVERABILITY**

If any terms, conditions, or provisions of this Contract shall be held unconstitutional, illegal, or void, such finding shall not affect any other terms, conditions, or provisions of this Contract.

### **40. LIABILITY OF CITY EMPLOYEES**

All authorized representatives of the City are acting solely as agents and representatives of the City when carrying out and exercising the power or authority granted to them under the Contract. There shall not be any liability on them either personally or as employees of the City.

### **41. USE OF CITY NAME OR LOGO**

Except as otherwise provided in this Contract, the Contractor shall not refer to this Contract or the City of Colorado Springs in any advertising or promotions in such a manner as to state or imply that the product or service provided is endorsed or preferred by the City of Colorado Springs, its employees, or its Departments, or is considered by these entities to be superior to other products or services. Any use of the name or logo of the City of Colorado Springs in advertising or promotions must be approved in writing by the City of Colorado Springs Contracts Specialist assigned to the Contract prior to such use.

## **42. TRAVEL**

If travel expenses are included as a line item in this Contract, all travel expenses incurred and billable by the Contractor are subject to City approval. Air travel shall be limited to the round trip "economy coach" fare. Travel from the Colorado Springs Airport is encouraged. Unless there are extenuating circumstances, the Contractor should take advantage of lower airfares by purchasing tickets more than 14 days in advance of travel. In-state travel by air must be more economical than travel by private vehicle. Use of a private vehicle may be reimbursed per mile at the current rate published by the IRS annually. Short-term parking, long-term parking or cab fare associated with airport departure and arrival may be allowable expenses. Valet parking will not be allowed unless it is the least expensive or only option. Car rental rates may be reimbursed for car rentals no greater than the intermediate or standard classification. The City will not reimburse any other travel methods or expenses. The City will pay for lodging, meals, and miscellaneous expenses on a per diem basis only, in accordance with the current per diem rates published by the IRS annually. The City will not pay for Contractor expenses exceeding the per diem rates. Receipts for all reimbursable expenses must be provided with the Contractor's invoice.

## **43. ELECTRONIC SIGNATURES**

This Agreement and all other documents contemplated hereunder may be executed using electronic signatures with delivery via facsimile transmission, by scanning and transmission of electronic files in Portable Document Format (PDF) or other readily available file format, or by copy transmitted via email, or by other electronic means and in one or more counterparts, each of which shall be (i) an original, and all of which taken together shall constitute one and the same agreement, (ii) a valid and binding agreement and fully admissible under state and federal rules of evidence and (iii) enforceable in accordance with its terms.

## **44. APPENDICES**

The following Appendices are made a part of this Agreement:

1. Appendix A – Additional Terms and Conditions
2. Appendix B – Contractor's Proposal,
3. Appendix C – Statement of Work.
4. Appendix D – Project Schedule
5. Appendix E – Insurance Requirements

## CONTRACT SIGNATURE PAGE

The Contractor certifies in accord with Section 8-17.5-102(1) C.R.S. that, on the date the Contractor signs this Contract, the Contractor does not knowingly employ or Contract with an illegal alien who will perform work under this Contract and that the Contractor shall participate in the e-verify program or Colorado Department of Labor and Employment program in order to confirm the employment eligibility of all employees who are newly hired for employment or to perform work under this Contract. The Contractor is expressly prohibited from using the e-verify program or Colorado Department of Labor and Employment program procedures to undertake pre-employment screening of job applicants while this Contract and any services under this Contract are being performed.

**IN WITNESS WHEREOF**, the parties have caused these presents to be executed on the day and the year first above written.

This Contract is executed in one (1) original copy.

**THE CITY OF COLORADO SPRINGS,  
COLORADO:**

**SECOND PARTY:**

**SAMPLE CONTRACT ONLY**

Corporate Name

Signature

Date

Title

**PIKES PEAK RURAL TRANSIT AUTHORITY:**

**SAMPLE CONTRACT ONLY**

Signature

Date

Title

### EXHIBIT 3 EXCEPTIONS

Print the words "no exceptions"(here)\_\_\_\_\_ if there are no exceptions taken to any of the terms, conditions, or specifications of these proposal documents or contract.

If there are exceptions taken to any of the terms, conditions, or specifications of the proposal document or contract, they must be clearly stated on a separate sheet of paper attached to this sheet and returned with your proposal.

**Note:** All potential Offerors are hereby advised that exceptions taken may be considered during the evaluation phase which may affect the final scoring of proposals. Offerors stipulating that the City must use their contract or agreement may be determined non-responsive and their Proposal determined unacceptable.

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_  
(City, State and Zip Code)

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name/Title: \_\_\_\_\_

Return this form with your Proposal.



## EXHIBIT 5 STATEMENT OF WORK

### 1 DESCRIPTION

Heavy equipment and related road construction equipment will be provided to the City of Colorado Springs on a short-term rental basis. Equipment will be utilized for roadway maintenance on Arterial, Collector, and Residential roadways as well as companion drainage projects throughout the City.

The Contractor shall provide the rental equipment using industry standard practices associated with this type of work, and conduct work in a professional manner. Before executing this contract, the contractor must fully understand the Contract Documents and Specifications regarding the work. No adjustment or modification to the Contract Documents, Work or the Terms, Specifications and Requirements of the Contract shall be allowed for any misunderstanding thereof. The selection of the materials and equipment for all Work shall be in accordance with the Contract Documents and all Federal, State and Local laws applicable to the Work being performed by the Contractor. The Contractor understands and agrees that CITY may modify, delete or add various portions of the work at the CITY'S discretion. Proposal prices **SHALL REMAIN FIRM** for the entire term of the initial Contract Award.

**1 Note:** The term work as used in this Scope of Work shall have the same meaning as short term, equipment rental.

Labor as used in this Scope of Work shall pertain to maintenance and repair. The City will provide all equipment operators.

### 2 GENERAL REQUIREMENTS

- A. The contractor shall be completely responsible for the proper delivery and removal of equipment, including any damages or breakdowns caused by its failure to take appropriate action.
- B. It is the Contractor's responsibility to maintain the equipment and materials provided for the work consistent with applicable safety and health codes.
- C. This is a full-service contract. For the purpose of this contract, full service shall mean that the Contractor's price includes, but is not necessarily limited to: all labor, parts, material and equipment costs; all emergency repairs; complete preventative maintenance, as recommended by the manufacturer, or specified herein, whichever is greater; all repairs, and replacement of parts, as necessary; all administrative, reporting, or other requirements, and all associated costs, including but not limited to travel, parking fees, permits,



licenses, and insurance. Detailed Services are deemed to be understood by the Contractor and included herein.

- D. The City of Colorado Springs Procurement Services Division's interpretation of specifications shall be final and binding upon the Contractor.
- E. It shall be mutually agreed that the Contractor has included cost to remedy all deficient items in its offer, and it will be responsible for satisfactory functioning of the equipment, without additional compensation.
- F. The Procurement Services Division will make no allowance or concession to the contractor for any alleged misunderstanding, or deception, because of quantity, character, location, or other conditions.
- G. Should it appear that there is a real or apparent discrepancy between different section of specifications concerning the nature, quality, or extent of work to be furnished, it shall be assumed that the Contractor has based its proposal on the more expensive manner. Final decision will rest with the Procurement Services Division.
- H. INSPECTION – Equipment provided shall be subject to inspection by the City at any time. Should it be found that the requirements of the specifications are not being met, the Procurement Services Division acting on behalf of the user agency, or on its own behalf, may terminate the contract and employ another Vendor to fulfill the requirements of the contract. The existing contractor shall be liable to the City for costs incurred on account thereof.
- I. STOP WORK ORDER – The Procurement Services Division reserves the right to stop work covered by this solicitation and the resulting contract at any time it is deemed the Contractor is unable or incapable of performing to the City's satisfaction. If the event of such stoppage the Procurement Services Division shall have the right to arrange for the completion of the work in such a manner as it may deem advisable, and if the cost there of exceeds the amount of the proposal, the affected Contractor shall be liable to the City for any such cost on account thereof.
- J. The user agency representative reserves the right to reject and bar from the facility or job site any employee hired by the contractor that does not meet the City's requirements for cooperation and conduct.

### 3 SPECIFIC REQUIREMENTS

- A. Equipment Condition Report: A signed; written equipment condition report shall be provided to the user agency representative at the time of delivery. A similar written report shall be prepared at the time of pickup prior to removal. No equipment will be received or removed without this report. If, in the opinion of the authorized user agency representative the equipment as delivered does not meet the Contract terms or is in a state of disrepair, it shall be returned and other equipment delivered at the contractor's expense.
- B. Delivery and Pickup Charges: charges for pickup and delivery shall be in addition to the monthly or Weekly equipment rental rates.
- C. Right to Move Equipment: City agencies will have the right to move equipment at their own expense to locations different from the delivery point. Although the pickup location may not be the same as the delivery location, the only additional charges allowed to the Contractor will be for additional mileage, if any.
- D. Equipment Condition: Equipment shall be in good working order and be equipped with all OSHA required safeguards. Contractors shall make every effort to ensure equipment provided includes as many safety related options as practical. Unsatisfactory, unsafe or inoperable equipment, as determined by the City agency representative, shall be returned to the Contractor. Such equipment shall be picked up by the contractor at its own expense and no charges of any kind shall accrue.
- E. Availability of Equipment: Contractors are expected to deliver equipment within forty-eight hours of request. If equipment will not be available for delivery within forty-eight hours of request, Contractor shall inform the City user at the time of request to allow the City to locate an alternate source for the equipment.
- F. Highway and Special Permits: The contractor is responsible for obtaining all highway and other special permits that may be required for delivery.
- G. Model References: Whenever a particular Manufacturer/Model is referenced on price sheets, such reference is intended to be descriptive, not restrictive. Proposals will be accepted on an "or equal" basis. Manufacturer and model offered for rental shall be indicated on the price sheet. If offering more than one Manufacturer/Model, separate prices must be submitted for each.

- H. Equipment Operators: Contract participants (the City and other authorized users) assure the contractor that only employees of the specific renting agency who are safe, qualified, trained operators will be allowed to operate the equipment.
- I. Contractors Coordinator: The contractor shall provide the user agency representative with the name of a contact person and phone number for all communications.
- J. Liability: The city shall not be liable for damages caused by improper maintenance of the equipment by the Contractor. For over-the-road vehicles, the contractor must maintain automobile insurance with at least one-million-dollar single liability limit.
- K. Monthly Rate/Monthly Rental: the monthly rental price shall be for the number of consecutive days, excluding legal holidays, in the month the equipment is rented. For daily usage in excess of the number of days in the month of equipment rental, the contractor shall be entitled to receive an additional 1/30<sup>th</sup> of the monthly rate for each additional day of equipment rental. (also see "NOTE" beneath "Weekly Rate")
- L. Weekly Rate/Weekly Rental: The weekly rental price shall be for seven consecutive days excluding legal holidays. For each day of use in excess of 7 days the contractor shall be entitled to receive an additional 1/7<sup>th</sup> of the weekly rate.

NOTE: It is the intent of this solicitation to provide rental of equipment on a daily, weekly and monthly basis and it is the City's intent that the shortest period of **most** rentals will be one month. However, on occasions when equipment rental for a month cannot be justified, the shortest rental period would be by the day or week.

#### **4 SERVICE REQUIREMENTS**

- A. Maintenance and Repairs: The Contractor shall be responsible for all costs and expenses to keep the rented equipment in good working condition and repair. The Authorized User shall be responsible for fuel, grease, normal consumables (e.g. concrete saw blades, etc.) as defined by the equipment manufacturer and at intervals defined by the manufacturer. Tire replacement, when needed, will be arranged through the Contractor. The Contractor shall provide a price list of replacement materials as well as verbal and written instructions to the authorized User's representative detailing the proper

lubrications procedures for each rental unit. In addition, the Contractor shall provide the User with an Operations and Maintenance Manual and maintenance schedule for each rental unit at the time of delivery. The contractor shall inspect and service its equipment at intervals arranged with the user agency. The Contractor is responsible for all costs associated with its maintenance. The User will keep the contractor advised where the equipment is located. In the event of a dispute, the Procurement Services Division reserves the right to collect information and render a decision.

B. Downtime: Deductions shall not be made for reasonable downtime as determined by the City. Reasonable downtime shall include time necessary for routine service (i.e. oil change), or minor repairs, requiring less than one hour. Repairs other than routine service, or minor repairs, are to be performed by the Contractor, or arranged for by the Contractor, at no cost to the City. Equipment shall be considered “down” during these periods and the rental period extended accordingly, or a monetary adjustment satisfactory to the user agency representative shall be provided. Under normal rental conditions any piece of equipment that breaks down or is damaged shall be repaired within **two (2) business days** after notification by the user agency representative. If the rental equipment is being used for emergency situations (e.g., road spills, natural disaster recovery, etc.) repair or replacement must be made within **ten (10) consecutive hours** after notification by the user agency representative. Failure to make these repairs, or make replacement of equipment of similar size and capacity, will result in an assessment for damages of 1/30<sup>th</sup> of the monthly rental price, per calendar day of delay or 1/7<sup>th</sup> of the weekly charge if a weekly rental rate is applicable, until the equipment is repaired or replaced.

## **5 EMERGENCY/URGENCY SERVICE**

A. The Contractor shall provide emergency/urgency service on an “as required” basis. Emergency/Urgency service shall be considered calls in addition to the scheduled preventive maintenance calls. All labor, travel costs, parts, and supplies will be the responsibility of the contractor. In the event of physical damage to equipment caused by accident or misuse by participating agency personnel, necessary repair/replacement costs will be borne by the agency renting the equipment. These costs are not to exceed current labor rates and manufacturer’s suggested retail prices for charges for similar service to other government entities. All charges for repairs are to be detailed on an invoice and issued to the user agency.

- B. Emergency/Urgency Service shall be provided as needed on a twenty-four-hour, seven day a week basis. To ensure the City that the Contractor will respond promptly, the Contractor agrees to provide an emergency telephone service on a twenty-four-hour, seven day a week basis. From the time the call is made by the user agency representative, the contractor has a maximum of eight hours to begin actual repairs.

## **6 TRANSPORTATION CHARGES**

Transportation charges consist of the following:

### Loading for Transport:

- Charge to load equipment at Contractor's shop and to unload at job site
- OR-
- Charge to load equipment at job site and unload at Contractor's shop
- Charge for each shall be the same; if Contractor loads and delivers equipment to site AND loads and delivers from site to shop, "Loading for Transport" shall be charged twice.

### Mileage Charge:

- The per mile charge will be used to determine the total round-trip mileage multiplied by the number of miles for a round trip delivery.

### Tolls, Permits, Other charges:

- The "Loading for Transport" and the "Mileage Charge" shall cover all costs and all charges associated with preparing equipment, loading and unloading equipment, transporting and delivering equipment, etc.
- Costs for tolls, permits, etc. associated with loading, transporting, delivering, unloading, etc. shall already be included in "Loading for Transport" and "Mileage charge".

## **7 PRICE REDUCTION**

Contractors may reduce their pricing to Authorized Users at any time.

## **8 METHOD OF PAYMENT**

Invoices for payment shall be submitted to the user agency at the end of each month on a company invoice for services satisfactorily completed during that month. This invoice will contain, among other things:

- Name of contractor
- Contract Number
- Name of User Agency
- Location where service was performed

All invoices shall be net-30 upon receipt and approval by the using department and/or agency.

## 9 LIQUIDATED DAMAGES

If the contractor fails to complete on-site repairs of equipment or provide like equipment on a loan basis within the time specified herein, it is understood and the Contractor hereby agrees that the amount of 1/30<sup>th</sup> of the monthly rental price or 1/7<sup>th</sup> of the weekly rental price, whichever is applicable, shall be deducted from the monies due the contractor for each intervening calendar day until the equipment is repaired or replaced, not as penalty, but as liquidated damages.

**TIME SHALL BE AND IS OF THE ESSENCE.**

## 10 ADDITIONAL EQUIPMENT

The City reserves the right to add different types of equipment than those listed in this solicitation as needs occur. The equipment rental rates will be negotiated at the time of need and added to the equipment rental rate schedules.

## 11 DESCRIPTION OF ITEMS

### Earth Moving Construction Equipment (Tab 1)

Item	Description
1.01	<u>Bulldozer w/Angle blade, 60 to 70 HP</u> – John Deere 450 J, Cat D3G, Dresta TD7 or equal. Approximate specifications: Power shift, 4 forward, 4 reverse speed, track width 16 inches, equipped with a 6-way blade
1.02	<u>Bulldozer w/Angle and tilt blade, 85-105 HP</u> – John Deere 650J, Cat D5G, Dresta TD 8/9M, Komatsu D37/39 or equal. Approximate specifications: power shift, 4 forward and 4 reverse speeds, track width 18-22 inches, equipped with a 6-way blade
1.03	<u>Crawler Loader, 75 to 105 HP</u> – John Deere 605C, Cat 939C, or equal. Approximate Specifications: 1.25 Cu yd. bucket, power shift, 4 forward and 4 reverse speeds, track width 14 inches
1.04	<u>Excavator, Crawler, 75 HP</u> - John Deere 490E, Kobelco KD905, Komatsu PC120, Caterpillar 311 or equal. Approximate specifications: 75 HP,

bucket sizes for regular duty (heaped) 1/2 - 3/4 cu. yd. bucket, maximum digging depth 19 ft. 9in., maximum digging reach 28 ft. 3 in.

1.04.1 Boom Tip Swivel Option for above Item – multi-axis Helac brand or equal.

1.04.2 Bucket “Thumb” Attachment Option for above Item.

1.05 Excavator, Crawler, 145 HP - John Deere 690E, Kobelco SK210 LC, Komatsu PC200LC, Case 9030B or equal. Approximate specifications: 125 to 165 HP, bucket sizes for regular duty (heaped) 5/8 - 3/4 cu.yd., maximum digging depth 19 ft.

1.06 Excavator, Crawler, Operating Weight 15,432 to 17,635 Lbs. - Caterpillar 308C, IHI 70Z, Kobelco 70SR/80CS, Link-Belt 75 Spin Ace, New Holland E70/80 or equal.

1.06.1 Boom Tip Swivel Option for above Item – multi-axis Helac brand or equal.

1.06.2 Bucket “Thumb” Attachment Option for above Item.

1.07 Excavator, Crawler, Operating Weight 17,636 to 24,250 Lbs. – John Deere 75/85D, IHI 80NX-3, Link-Belt 80 Spin Ace, Takeuchi TB180FR or equal.

1.08 Excavator, Crawler, Operating Weight 26,455 to 28,659 Lbs. – John Deere 120D, Link-Belt 130X2 LC, Volvo EC140CL or equal.

1.08.1 Boom Tip Swivel Option for above Item – multi-axis Helac brand or equal.

1.08.2 Bucket “Thumb” Attachment Option for above Item.

1.09 Excavator, Crawler, Operating Weight 30,864 to 35,272 Lbs. – Hyundai R140LCD, Kobelco 115SRDZ, Komatsu PC138USLC-8, New Holland E130/135 or equal.

1.09.1 Boom Tip Swivel Option for above Item – multi-axis Helac brand or equal.

1.09.2 Bucket “Thumb” Attachment Option for above Item.

1.10 Excavator, Crawler, Operating Weight 41,887 to 46,296 Lbs. – Caterpillar 318C, Hyundai R180LCD, Kobelco ED195 or equal.

1.10.1 Boom Tip Swivel Option for above Item – multi-axis Helac brand or equal.

1.10.2 Bucket “Thumb” Attachment Option for above Item.

- 1.11 Excavator, Crawler, Operating Weight 52,910 to 55,114 Lbs. – Caterpillar 321/324D, Hitachi 240LC-3, Hyundai R210LC-7, John Deere 225/240D, Kobelco 215SR, Komatsu PC220LC-8, LinkBelt 225 Spin Ace, Volvo ECR235CL or equal.
  - 1.11.1 Boom Tip Swivel Option for above Item – multi-axis Helac brand or equal.
  - 1.11.2 Bucket “Thumb” Attachment Option for above Item.
- 1.12 Excavator, Crawler, Operating Weight 55,115 to 61,728 Lbs. – Caterpillar 324D, Hyundai R250LC-7A, John Deere 240D, Kobelco 235SR, Link-Belt 240, Volvo EC240C or equal.
  - 1.12.1 Boom Tip Swivel Option for above Item – multi-axis Helac brand or equal.
  - 1.12.2 Bucket “Thumb” Attachment Option for above Item.
- 1.13 Long Reach Excavator, 40 to 60 ft. boom length – Similar to excavators in operating weight classes of 41,887 to 61,728 lbs., however the boom length is significantly longer, and machine is appropriately counter balanced.
- 1.14 Excavator, Hydraulic, Truck-mounted, .75 Cu. Yd. – Badger 460 Hydroscopic, Gradall XL 2300 or equal. Approximate specifications: 100 HP.
  - 1.14.1 Boom Tip Swivel Option for above Item – multi-axis Helac brand or equal.
  - 1.14.2 Bucket “Thumb” Attachment Option for above Item.
- 1.15 Excavator, Hydraulic, Truck-mounted, 1.0 Cu. Yd. – Badger 670 Hydroscopic, Gradall XL 4100 or equal. Approximate specifications: 135 HP.
  - 1.15.1 Boom Tip Swivel Option for above Item – multi-axis Helac brand or equal.
  - 1.15.2 Bucket “Thumb” Attachment Option for above Item.
- 1.16 Excavator, Hydraulic, Truck-mounted, 1.75 Cu. Yd. – Gradall XL 5100 or equal. Approximate specifications: 162 HP.
  - 1.16.1 Boom Tip Swivel Option for above Item – multi-axis Helac brand or equal.
  - 1.16.2 Bucket “Thumb” Attachment Option for above Item.



- 1.17 Excavator Wheeled or Truck-mounted, Operating Weight 15,432 to 24,250 Lbs. – Gallmac WMW100/115, Terex TW110 or equal.
  - 1.17.1 Boom Tip Swivel Option for above Item – multi-axis Helac brand or equal.
  - 1.17.2 Bucket “Thumb” Attachment Option for above Item.
- 1.18 Excavator Wheeled or Truck-mounted, Operating Weight 28,660 to 33,068 Lbs. – Caterpillar M313D, Doosan Solar 140WV, Gallmac WMW150, Hyundai R140W-7A or equal.
  - 1.18.1 Boom Tip Swivel Option for above Item – multi-axis Helac brand or equal.
  - 1.18.2 Bucket “Thumb” Attachment for above Item.
- 1.19 Excavator Wheeled or Truck-mounted, Operating Weight 33,069 to 37,477Lbs. – Caterpillar M315D, Hyundai R170W-7A, Terex 1705M or equal.
  - 1.19.1 Boom Tip Swivel Option for above Item – multi-axis Helac brand or equal.
  - 1.19.2 Bucket “Thumb” Attachment Option for above Item.
- 1.20 Excavator Wheeled or Truck-mounted, Operating Weight 37,478 to 39,682 Lbs. – Caterpillar M316D, Doosan Solar 180WV, Gradall XL3300, Terex 1905, Volvo EW160C or equal.
  - 1.20.1 Boom Tip Swivel Option for above Item – multi-axis Helac brand or equal.
  - 1.20.2 Bucket “Thumb” Attachment Option for above Item.
- 1.21 Mini-Excavator, Operating Weight 2,204 to 3305 Lbs. – Bobcat 418, Coyote CE15, Hyundai R15-7, New Holland E15, Volvo EC15B, Yanmar B15 or equal.
  - 1.21.1 Rubber Tracks Option for above Item.
  - 1.21.2 Boom Tip Swivel Option for above Item – multi-axis Helac brand or equal
  - 1.21.3 Breaker Attachment Option for above item.
  - 1.21.4 Bucket “Thumb” Attachment Option for above Item
- 1.22 Mini-excavator, Operating Weight 4,409 to 5,510 Lbs. – Ditch Witch MX202, Hyundai R22-7, Komatsu PC20MR-2, Vermeer CX224, Yanmar ViO20 or equal.
  - 1.22.1 Rubber Tracks Option for above Item.

- 1.22.2 Boom Tip Swivel Option for above Item – multi-axis Helac brand or equal.
- 1.22.3 Bucket “Thumb” Attachment Option for above Item.
- 1.22.4 Breaker Attachment Option for above item.
- 1.23 Mini-excavator, Operating Weight 5,511 to 6,612 Lbs. – Bobcat 325G, Caterpillar 302.5C, Coyote CE25, Gehl 283Z, Hitachi 27U-2, Hyundai R28-7, John Deere 27D, Kobelco 27SR-3, Komatsu PC27MR-2, Kubota U25S, New Holland E27, Terex TC29, Volvo ECR28, Yanmar ViO27-5 or equal.
  - 1.23.1 Rubber Tracks Option for above Item.
  - 1.23.2 Boom Tip Swivel Option for above Item – multi-axis Helac brand or equal.
  - 1.23.3 Bucket “Thumb” Attachment Option for above Item.
  - 1.23.4 Breaker Attachment Option for above item.
- 1.24 Mini-excavator, Operating Weight 7,716 to 8,817 Lbs. – Bobcat 430G, Caterpillar 303.5C, Coyote CE35R, Gehl 383Z, Hyundai R36N-7, Kobelco 35SR-3, Komatsu PC35MR-2, Kubota U35S2, New Holland E35, Terex TC37 or equal.
  - 1.24.1 Rubber Tracks Option for above Item.
  - 1.24.2 Boom Tip Swivel Option for above Item – multi-axis Helac
  - 1.24.3 Bucket “Thumb” Attachment Option for above Item.
  - 1.24.4 Breaker Attachment Option for above item
- 1.25 Mini-excavator, Operating Weight 8,818 to 9,919 Lbs. – Bobcat 335, Coyote CE45, Ditch Witch XT1600, JCB 8040ZTS, Kubota KX121-3, Volvo EC45 or equal.
  - 1.25.1 Rubber Tracks Option for above Item.
  - 1.25.2 Boom Tip Swivel Option for above Item – multi-axis Helac brand or equal.
  - 1.25.3 Bucket “Thumb” Attachment Option for above Item.
  - 1.25.4 Breaker Attachment Option for above item
- 1.26 Motor Grader, 115 to 145 HP - Caterpillar 120M, Champion C110/116C, LeeBoy 785, New Holland G140 or equal. Approximate specifications: direct drive, power shift, 8 forward & 4 reverse speeds, blade base 101 in., blade lift above ground 19 in., blade pitch 54 degrees, turning radius 22 ft., overall length 327 in.
- 1.27 Motor Grader, 170 to 200 HP – Caterpillar 140M, John Deere 772/870D, Komatsu GD655-3/675-3, New Holland G170, Volvo G940/946/960 or equal.

1.28 Mini Grader – PSI MG618, Gehl 7478, Leeboy 635B or equal.

<b>LOADERS/BACKHOES/CONSTRUCTION EQUIPMENT (Tab 2)</b>
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Item	Description
2.01	<u>Backhoe/Loader, Rubber-tired, Digging Depth 17 Ft. and Up</u> - Caterpillar 450E, JCB 3/4CX, John Deere 710J or equal. Approximate specifications: 115 HP, 4 forward & 4 reverse speeds, 4-wheel drive, loader bucket 1.75 cu. yds., extended hoe, maximum lifting capacity 7,300 lbs.  2.01.1 <u>Plate Compactor attachment</u> option for above item 2.01.2 <u>Sheepsfoot roller attachment</u> option for above item
2.02	<u>Backhoe/Loader, Rubber-tired, w/Hydraulic Impact Pavement Breaker</u> - Same as previous Item but includes hydraulic impact pavement breaker Teledyne TB625 or equal.  2.02.1 <u>Plate Compactor attachment</u> option for above item 2.02.2 <u>Sheepsfoot roller attachment</u> option for above item
2.03	<u>Front End Loader, 90 to 100 HP</u> - Caterpillar 914G, Coyote C17-4, JCB 411HT, John Deere 344J, Kawasaki 50Z, Komatsu WA150-5, Terex TXL160-1, Volvo L40/45B or equal. Approximate specifications: Rubber-tired, 4 forward & 4 reverse speeds, 1.75 - 2.38 cu. yd. bucket, dump clearance, 45-degree dump 110 inches.
2.04	<u>Front End Loader, 150 to 175 HP</u> – Case 721E, Caterpillar 938, Hyundai HL757-7A, JCB 436HT, John Deere 624J, Kawasaki 70ZV-2, Komatsu WA320-5, New Holland W170B, Terex TXL250-2, Volvo L90F or equal. Approximate specifications: 3.50 cu. yd. bucket.
2.05	<u>Front End Loader w/4-in-1 Bucket</u> - Same as previous Items but with a 4-in-1 bucket.
2.06	<u>Skid Steer Loader, Load Rating 1,251 to 1,351 lbs.</u> – Bobcat S130, Gehl 4240E, John Deere 313, Mustang 2041, New Holland L150 or equal. Approximate specifications: 40 HP, Total operating weight of machine 4,700 lbs.  2.06.1 <u>Rubber Tracks Option</u> for above Item. 2.06.2 <u>Hydraulic Breaker Attachment</u> Option for above Item. 2.06.3 <u>Kickbroom Attachment</u> Option for above item 2.06.4 <u>Brush Mower Attachment</u> Option for above item.

2.07 Skid Steer Loader, Load Rating 1,601 to 1,751 lbs. – Bobcat S175, Gehl 4640E, John Deere 317, Mustang 2054, Thomas 175 or equal. Approximate specifications: 53 HP, 1,700 lb. Rated.

2.07.1 Rubber Tracks Option for above Item.

2.07.2 Hydraulic Breaker Attachment Option for above Item.

2.07.3 Kickbroom Attachment Option for above item

2.07.4 Brush Mower Attachment Option for above item.

2.08 Skid Steer Loader, Load Rating 2,350 to 2,500 lbs. – Bobcat S250, Case 450, Caterpillar 252B, John Deere 325, New Holland L185, Thomas 250, Volvo MC110B or equal. Approximate specifications: 74 HP, 2,400 lb. Rated.

2.08.1 Rubber Tracks Option for above Item.

2.08.2 Hydraulic Breaker Attachment Option for above Item.

2.08.3 Kickbroom Attachment Option for above item

2.08.4 Brush Mower Attachment Option for above item.

2.08.5 Alternative rear steering option for above item.

2.08.6 High flow hydraulic option for above item.

2.09 Mini Front-end Loader, operating weight 8,000 to 10,000 Lbs. – Wacker WL7, CAT 904B or equal.

### **ASPHALT/BITUMINOUS/PAVEMENT CONSTRUCTION EQUIPMENT (Tab 3)**

<u>Item</u>	<u>Description</u>
3.01	<u>Asphalt Paver, Wheel or Track-mounted w/10 Ft. and up Power Extendible Screed, Operating Weight up to 29,000 to 35,500 lbs.</u> – Barber-Greene BG-230D, Leeboy 8616, Caterpillar AP-800D, Caterpillar AP 1055E/F, Dynapac F121/141WD, Terex Cedarapids CR452, Vogeles 5103-2, Volvo Blaw Knox PF3172 - Blaw Knox PF3172 or equal. Approximate specifications: 130 HP, 10 ft. capacity.
3.02	<u>Asphalt Paver, Wheel or Track mounted w/10 Ft. And up Power ExtendibleScreed and Joint Matcher</u> - Same as Item 3.01 but includes joint matcher.
3.03	<u>Asphalt Paver, Wheel or Track mounted w/10 Ft.and up Power Extendible Screed and Grade &amp; Slope Control</u> - Same as Item 3.01 but includes grade & slope control.
3.04	<u>Asphalt Paver, Wheel or Track mounted w/10 Ft.and up Power ExtendibleScreed w/Joint Matcher and Grade &amp; Slope Control</u> - Same as Item 3.01 but includes joint matcher and grade & slope control.

- 3.05 Asphalt Reclamation/Recycling Attachment - Asphalt Zipper AZ550B or equal
- 3.06 Cold Planer and Milling Machine w/Conveyor - Less Than or Equal to 25 In. Cutting Width – Carlson CP1220, Dynapac PL350/500/600, Wirtgen W35/50/60 or equal.
- 3.07 Cold Planer and Milling Machine 26 to 40 In. Cutting Width – Bomag BM1000/30, Caterpillar PM102, Dynapac PL1000, Wirtgen W1000 or equal.
- 3.08 Skid Steer Mounted Cold Planer Attachment – Completely self-contained and requires no hydraulic or electrical power from the skid steer itself. Equipment includes master control panel, hour meter, shutdown system and 25 gallon on board pressurized water system. Road hog or equal.
- 3.09 Crack Sealant Melter/Applicator, - oil jacketed, diesel fired, electrically heated hose and wand, material conveyor, onboard compressor. CRAFCO Super Shot / EZ Series II, Patcher II, or equal.
- 3.09.1 Hot Mastic Applicator for Patcher II or equal.
- 3.10 Road Widener Attachment, 600 Ton - Capable of being mounted on most makes of loaders and graders. Nominal capacity of 600 tons/hr. Spread width: 1 - 8 ft.; depth: 12 in. above to 12 in. below pavement level; weight: not to exceed 8,400 lbs.; width: not to exceed 11 ft. 6 in. Extendable push roller frame (14 in. adjustment) with self-cleaning, left and right discharge, oscillating rollers. To include installation and removal at agency site. Midland WA or equal.
- 3.11 Walk Behind Saw – Saws in this class are considered mid-range to large service saws. They will come with 30-60 HP diesel or gasoline engines. Maximum depth of cuts is normally 10-16 inches. Speed of cut is 0-220 FPM range. Transmissions are normally hydrostatic with variable speed control. Blade Guards vary from 20" to 36" depending on application.

#### **COMPACTION EQUIPMENT (Tab 4)**

<u>Item</u>	<u>Description</u>
4.01	<u>Vibratory Roller, Operating Weight 6,613 to 11,022 Lbs.</u> – Beuthling B350/400, Bomag BW135/138AD, Caterpillar CB34, Dynapac CC142, Hamm HD13/14, JCB Vibromax VMT390/400/480/500, Rammax

AR33/40, Sakai SW330, Terex TV1300/1400-1, Volvo DD31/38HF or equal. Hydrostatic drive, diesel-powered.

- 4.02 Vibratory Roller, Operating Weight 17,636 to 22,045 Lbs. – Bomag BW151/161AD-4, Dynapac CC322, Hamm HD90, Volvo DD90 or equal. Equipped with articulating and offset drums.
- 4.03 Vibratory Roller, Operating Weight 24,912 Lbs. and Up – Bomag BW284, Caterpillar CB634D, Dynapac CC722, Hamm HD120/130, Hypac C784, Sakai SW850/900, Volvo DD132/138 or equal. Equipped with articulating and offset drums.
- 4.04 Sheep's Foot Roller – Rollers in this class are single drum and vibratory. Operating weights will be in the 9,000 to 12,000 Lb. range. Number of pads will vary by manufacturer, drum size, etc., but it is expected that the drum will have somewhere in the area of 70 pads at 8 square inches each.
- 4.05 Remote Control Roller – Bomag BMP 8500 or equal.
- 4.06 Pneumatic Tired Roller – Dynapac CP1200, Bomag BW11RH-5, CAT CW-34, or equal.
- 4.07 Walk Behind Roller – Single drum, adjustable transport hooks for different truck configurations, stabilizing rollers, beveled drum edges, multi position handle, variable speed control, on/off for vibratory use. Multiquip V304H or equal.

#### **LIFTING EQUIPMENT (Tab 5)**

<u>Item</u>	<u>Description</u>
5.01	<u>Crane, Truck, Carrier-mounted, 88,184 to 110,230 Lb. Lift Rating</u> – Link-Belt HTC-8650, Terex, T550 or equal.
5.02	<u>Forklift, Indoor/Outdoor 4,800 Lbs. 12 Ft. Height Capacity</u> - TCM FG25N5 or equal. Approximate Specifications: Triple mast with 42 in. forks, LP gas-powered, P/S, A/T, overhead guard, load bucket.
5.03	<u>Forklift, Rough Terrain, Up to 5,000 Lb. Lift Rating</u> – Loadlifter 4000, Master Craft 4000, Noble R40, Swinger 1600, Waldon 5100 or equal. Approximate Specifications: 36 ft. lift height; 4WD w/6,000 lb. capacity.
5.04	<u>Forklift, Rough Terrain, 5,000 to 6,000 Lb. Lift Rating</u> – Load lifter 5000, Master Craft 5000, Noble R50, Wiggins AT96/W50 or equal. Maximum 45 ft. lift height; 4WD w/10,000 lb. capacity.

- 5.05 Material Conveyor, Portable – For filling salt domes. Kimco 2470 or equal. Approximate Specifications: 160 TPH, 35 ft. discharge height.
- 5.06 Scissor Lift, 40 to 45 Ft. Height Rating – Genie GS-4390, Haulotte HS4388RT, JLG 4394RT, Skyjack 8841 or equal. All-terrain drive, 40 ft. min. lift downriggers 2,000 lbs. min. deck capacity, 4 ft. x 8 ft. work platform.
- 5.07 Telehandler 10,000 Lb. Lift Rating – Case TX1055, Caterpillar TL1055, Gehl DL10H, Genie GTH-1048, Gradall 534D10, JCB 550-170, LiftKing LK100R, Manitou MRT2150P, SkyTrak 10054, Xtreme XRM1068, ZoomBoom ZB10044 or equal.

#### **GENERATORS/LIGHT TOWERS/COMPRESSORS (Tab 6)**

<u>Item</u>	<u>Description</u>
6.01	<u>Generator, 30 KW Capacity</u> - Approximate Specifications: water-cooled, diesel-powered, 30 KW capacity.
6.02	<u>Generator, 60 KW Capacity</u> - Approximate Specifications: water-cooled, diesel-powered, 60 KW capacity.
6.03	<u>Reciprocating Air Compressor, Trailer-mounted, 175 CFM Capacity</u> - Approximate Specifications: diesel-powered, 65 H., 175 CFM capacity.
6.04	<u>Rotary Screw Air Compressor, Trailer-mounted, 375 CFM Capacity</u> - Approximate Specifications: diesel-powered, 110 HP, 375 CFM capacity.
6.05	<u>Light Towers</u> – Light towers in this class will be trailer mounted with a telescoping mast capable of 360-degree rotation. Tower height will reach a minimum of 30 feet. Mast will retract and stow for travel. Flood lights will normally be 4 ea. 1,000-watt lamps; balloon type lights preferred. Working weight for these machines will normally be in the 1900 to 2300 Lb. range. Runtime for these machines will be in the 50-60-hour range with 4 lights working.
6.06	<u>Variable Message Board</u> – 2T trailer mounted 8 ft. x 12 ft. LED display; solar powered
6.07	<u>Arrow Board</u> – Trailer mounted, solar powered.

#### **MATERIAL HANDLING/MOWING/SWEEPING EQUIPMENT (Tab 7)**

<u>Item</u>	<u>Description</u>
7.01	<u>Broom, Drawn, Rear or mid-mounted</u> - Sweepster H84/MBB 53 MH, Broce 350 Series, or equal.

- 7.02 Broom, Tractor, Front or Rear-mounted - Sweepster D32C6/MB HT or equal.
- 7.03 Brush Chipper, Trailer-mounted, 12 In. - Asplundh JEY-D12, Morbark 13 E-Z or equal. Approximate Specifications: Self-feed, diesel-powered, 65 HP, 12 in. capacity.
- 7.04 Brush Chipper, Trailer-mounted, 20 In. - Self-loading, Vermeer BC2000 or equal. Approximate Specifications: Self-feed, diesel-powered 200 HP, 20 in. capacity, 3,000 lb. lift.
- 7.05 Brush Mower, Diesel Tractor – w/min. 4 cyl. engine, 70 PTO at 540 RPM; 20 gal fuel capacity; equipped w/rotating amber warning light; (ref. Deere 6200/New Holland TL90/Case IH-C80) left, right, and rear flail mowers; min. cut width 16 ft.; auto shut-off when wing is raised to transport position, and electric lockout to prevent starting with wing mowers engaged.
- 7.06 Log Loader, Truck-mounted, 1,000 Lb. Capacity - Prentice 120C or equal 22 ft. horizontal reach boom, continuous rotation, 42 in. grapple, min. wt. 6,200 lbs. Mounted on 6 x 4 tandem axle conventional cab diesel dump, min. 53,000 GVWR (Ford LNT8000/Navistar 8100 or equal).
- 7.07 Mower, All-Terrain, All-Wheel-Drive Diesel-powered with ROPS - Excel 9400 UTR or equal.
- 7.08 Screening Plant, Portable, 49 HP - 3 to 5 cu. yd. bucket, 1/4 in. to 4 in. screen, 5th wheel towing, Read CV-90-D or equal.
- 7.09 Stump Cutter, Trailer-mounted - Vermeer SC Series or equal (various sizes)
- 7.10 Sweeper, Mechanical, Truck-mounted Dual Broom - High Dump, Schwartz M5000 or equal.
- 7.11 Sweeper, Vacuum, Truck-mounted Dual Broom- Tymco 600 or equal.
- 7.12 Tractor (Mower), Mid-Size w/60" Mower Decks - Ford TC21D or equal.
- 7.13 Tractor, Compact Utility, 4WD, 70 HP - Same as three previous Items but with 70 HP.
- 7.14 Tractor (Mower), "Over the Rail" - Same as previous Item except 60 PTO min. and safety cage on right side and top of operator's position. OTR boom mower (ref. Alamo Versa-Boom) w/48 in. flail axe; 360° swinging



knives: min. boom reach up-20 ft.; out-21 ft.; down-12 ft.; boom swing: 120°.

- 7.15 Tractor (Mower), "Over the Rail" w/Limb Cutter - Same as pervious Item except equipped with Alamo "Timbercat" hydraulic limb cutter, 5 ft. lengthmin.
- 7.16 Tub Grinder, Portable, 350 HP - 10 ft. tub, 100 yds./hr., 5th-wheel towing, Morbark 1000 or equal.
- 7.17 Tub Grinder, Portable, 600 HP - 12 ft. tub, 130 yds./hr. capacity, 5th-wheel towing, Morbark 1200 or equal.
- 7.18 Pothole Patching Truck – Truck mounted, 3-6CY asphalt hopper with dry radiant or transfer oil heat system. Self-contained unit with jackhammer and compaction equipment. Unit will also contain a spoils hopper. Pro- patch, Unitized, or equal.

#### **MISCELLANEOUS CONSTRUCTION EQUIPMENT (Tab 8)**

<u>Item</u>	<u>Description</u>
8.01	<u>Catch Basin Cleaner, 80 GPM</u> - Combination truck chassis vacuum unitw/dual-mounted hose reels; 80 GPM water pump; min. 220 ft.- 1/2 in. ID hose; fail safe vacuum cut-off system; (Truck ref.; Mack RD600P, or equal); 33,000 lb. GWVR; 10,000 lb. Front axle; 23,000 lb. Rear axle; diesel engine, min. 190 gr. HP.
8.02	<u>Catch Basin Cleaner, 30 GPM</u> - Same as above (previous Item) except equipped with minimum 300 ft. of 3/4 in. hose and 30 GPM @ 3,000 PSI pump VAC-Con/Vactor 2110 or equal.
8.03	<u>Concrete Pump, Trailer-mounted, w/50 Ft. Hose Min.</u> - Schwing BPA 750RD or equal. Approximate Specifications: 51 HP, 42 yds./hr. capacity.
8.04	<u>Sewer Cleaner, Hydraulic, Trailer-mounted</u> - Aquatech SJ600E or equal.
8.05	<u>Sewer Jet, Trailer-mounted</u> - Not less than 38 HP; min. 700 gal. tank capacity; pressure-cleaning attachment installed w/25 ft. 1/2" HP Hose; pistol grip gun; HD hose reel w/400 ft. long 5/8 in. ID HP sewer cleaning hose; Trailer w/safety chains w/latch hooks; tongue w/lunette ring to fit T60, and T100 pintle hooks, adjustable from 24 in. to 36 in.
8.06	<u>Sewer Jet/Vac, Combination</u> - Vactor Jet-Rodder Model 810-D or equal. 9cu. yd. capacity, debris body flush out system, cold weather

recirculation system, telescopic boom with 23 ft. reach from center of truck.

## EXHIBIT 6 – QUALIFICATION STATEMENT

### CITY OF COLORADO SPRINGS QUALIFICATION STATEMENT

This statement will provide information which will enable the City to evaluate the qualifications of your firm and staff with regard to the requirements of this Request for Proposal. Please complete this form in its entirety and submit it (in the number of copies requested) along with the other required proposal documents. If a request in the Qualification Statement is contained in the proposal, indicate the section in the proposal where that information can be found.

**(PRINT)**

FIRM NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY STATE ZIP: \_\_\_\_\_

AUTHORIZED REPRESENTATIVE: \_\_\_\_\_

TITLE: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

**1. TYPE OF BUSINESS**

**2. TYPE OF LICENSE & LOCATION**

CORPORATION

☐

INDIVIDUAL

☐

PARTNERSHIP

☐

JOINT VENTURE

☐

OTHER: \_\_\_\_\_

**3. TYPE OF SERVICE TO BE PROVIDED FOR RFP:** \_\_\_\_\_

**4. NUMBER OF YEARS IN BUSINESS:** \_\_\_\_\_

**5. ON A SEPARATE SHEET PROVIDE A BRIEF HISTORY OF YOUR FIRM, STAFF SIZE AND EXPERIENCE. SUBMIT A RESUME FOR THE PROJECT MANAGER AND EACH KEY PERSONNEL ASSIGNED TO THIS PROJECT.**

**6. WHAT OTHER NAME(S) HAS YOUR COMPANY OPERATED UNDER:** \_\_\_\_\_

**7. HAVE YOU OR YOUR FIRM EVER FAILED TO COMPLETE ANY WORK AWARDED TO YOU?** YES ☐ NO ☐ IF "YES", EXPLAIN:

**8. HAS ANY OFFICER OR PARTNER OF YOUR ORGANIZATION EVER BEEN AN OFFICER OR PARTNER OF ANOTHER ORGANIZATION THAT FAILED TO COMPLETE A CONTRACT WITHIN THE LAST FIVE (5) YEARS?** YES ☐ NO ☐

IF "YES", EXPLAIN: \_\_\_\_\_

**9. HAS YOUR FIRM OR ANY PARTNERS OR OFFICERS EVER BEEN INVOLVED IN ANY BANKRUPTCY ACTION?** YES ☐ NO ☐ IF "YES", EXPLAIN: \_\_\_\_\_

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10. ARE YOU PRESENTLY INVOLVED IN ANY LITIGATION WITH ANY GOVERNMENT AGENCY?      YES ☐ NO ☐ IF "YES", EXPLAIN TYPE, KIND, PLAINTIFF, DEFENDANT, ETC., AND STATE THE CURRENT STATUS:

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11. BANK REFERENCE: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CONTACT: \_\_\_\_\_ PHONE: \_\_\_\_\_

12. LIST THREE (3) SIMILAR PROJECTS (LOCAL OR STATE-WIDE) **FROM LAST FIVE (5) YEARS**-INCLUDE LOCATION OF PROJECT, SIZE OF PROJECT (CONTRACT AMOUNT), CONTACT NAME, ADDRESS, TELEPHONE NUMBERS  
NOTE: DETAILED INFORMATION ON THESE PROJECTS MAY ALSO BE REQUESTED IN THE RFP PACKAGE.

1. Location of Project: \_\_\_\_\_  
Size of Project: \_\_\_\_\_  
Contract Amount: \_\_\_\_\_  
Contact Name and Title: \_\_\_\_\_  
Contract Address: \_\_\_\_\_  
Contact telephone and FAX Numbers: \_\_\_\_\_

2. Location of Project: \_\_\_\_\_  
Size of Project: \_\_\_\_\_  
Contract Amount: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Contact Address: \_\_\_\_\_  
Contact telephone and FAX Numbers: \_\_\_\_\_

3. Location of Project: \_\_\_\_\_  
Size of Project: \_\_\_\_\_  
Contract Amount: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Contact Address: \_\_\_\_\_  
Contact telephone and FAX Numbers: \_\_\_\_\_

13. LIST **CURRENT** SIMILAR PROJECTS (LOCAL OR STATE-WIDE) UNDER CONTRACT- INCLUDE LOCATION OF PROJECT, SIZE OF PROJECT (CONTRACT AMOUNT) CONTACT NAME, ADDRESS, TELEPHONE NUMBERS.

NOTE: DETAILED INFORMATION ON THESE PROJECTS MAY ALSO BE REQUESTED IN THE RFP PACKAGE.

1. Location of Project: \_\_\_\_\_  
Size of Project: \_\_\_\_\_  
Contract Amount: \_\_\_\_\_  
Contact Name and Title: \_\_\_\_\_  
Contact Address: \_\_\_\_\_  
  
Contact telephone and FAX Numbers: \_\_\_\_\_

2. Location of Project: \_\_\_\_\_  
Size of Project: \_\_\_\_\_  
Contract Amount: \_\_\_\_\_  
Contact Name and Title: \_\_\_\_\_  
Contact Address: \_\_\_\_\_  
Contact telephone and FAX Numbers: \_\_\_\_\_
3. Location of Project: \_\_\_\_\_  
Size of Project: \_\_\_\_\_  
Contract Amount: \_\_\_\_\_  
Contact Name and Title: \_\_\_\_\_  
Contact Address: \_\_\_\_\_  
Contact telephone and FAX Numbers: \_\_\_\_\_
14. LIST OF SUB-CONTRACTORS TO BE USED FOR THIS PROJECT:  
(INCLUDE NAME, ADDRESS, TELEPHONE NUMBER, TYPE OF WORK)
1. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Type of Work: \_\_\_\_\_
2. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Type of Work: \_\_\_\_\_
3. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Type of Work: \_\_\_\_\_

**IF ADDITIONAL INFORMATION IS PROVIDED ON A SEPARATE SHEET FOR ANY OF THE ITEMS, CLEARLY SPECIFY WHERE IT CAN BE LOCATED IN YOUR PROPOSAL PACKAGE.**

## EXHIBIT 7 – SAMPLE EVALUATION SCORESHEET

### PROPOSAL EVALUATION SCORE SHEET

RFP EVALUATION CRITERIA DESCRIPTION	SCORE
<b>1. TECHNICAL AREA</b>  The Offeror must explain its overall solution, considering the scope of work or statement of work provided. The content must include, but not necessarily be limited to, the following information.	<b>20</b> <b>5 EACH QUESTION</b>
In the Technical Area, the Offeror should address each work area in sufficient detail to demonstrate a clear and full understanding of the work. The proposal should not merely parrot the requirements of the RFP. Further, the Offeror should provide evidence of sufficient planning to ensure the work is completed on schedule and within budget.  Consider the following questions. <ol style="list-style-type: none"> <li>Does the proposal demonstrate a firm understanding of the requirements and goals of the Statement of Work, as well as industry standards and reasonable expectations for a company in the industry?</li> <li>Does the proposal fully and completely address each requirement and goal of the Statement of Work?</li> <li>Does the proposal provide solutions to indicate that requirements and goals will be met on schedule?</li> <li>Does it generally appear that the Offeror knows and thoroughly understands the business and requirement?</li> </ol> <b>COMMENTS:</b>	5 – Exceptional 4 – Very Good 3 – Satisfactory 2 – Marginal 1 – Unacceptable  <b>Rating: _____</b>
<b>2. PRICE/COST AREA</b>  In the Price Area, the Offeror should provide a detailed breakdown of the price for each year of performance. The price must be fully loaded/all-inclusive and include unit cost for material, labor, other direct costs (e.g. travel), indirect costs (i.e. overhead and general and administrative costs), and profit/fee. Offers must include sufficient detail to allow insight into the fairness and reasonableness of the price.	<b>70</b>
In addition, although price may not be the most important factor, it is still very important to the City of Colorado Springs. The Offeror's pricing must be competitive as compared to the budget amount, market pricing in the industry, and the pricing of the other Offerors.	5 – Exceptional 4 – Very Good 3 – Satisfactory 2 – Marginal 1 – Unacceptable

Consider the following questions:	<b>Rating:</b> ____
1. How does the price compare to the industry competition?	
<b>COMMENTS:</b>	
<b>3. PROPOSAL PRESENTATION</b>	<b>10</b>
Presentation is an important factor. Offerors should provide a highly professional product, which is complete, accurate, easily understood, and effectively presented.	5 – Exceptional 4 – Very Good 3 – Satisfactory 2 – Marginal 1 – Unacceptable
<b>COMMENTS:</b>	<b>Rating:</b> ____
EXCEPTIONS	<b>PASS/FAIL</b>
INSURANCE	<b>PASS/FAIL</b>
TOTAL SCORE	

## **SECTION VI**

### **6.0 SCEUDLES**

#### **SCHEDULE A – Price Sheet**



## **APPENDIX A – Price sheet-To be filled out on Bidnet**